



## Payments Manager

大手外資医療サービス企業での募集です。 経理（非上場）のご経験のある方は歓迎で...

### 募集職種

人材紹介会社

株式会社ジェイ エイ シー リクルートメント

採用企業名

大手外資医療サービス企業

求人ID

1550718

業種

ホテル

会社の種類

外資系企業

雇用形態

正社員

勤務地

東京都 23区

給与

650万円 ~ 850万円

勤務時間

09:00 ~ 17:30

休日・休暇

【有給休暇】有給休暇は入社後4ヶ月目から付与されます 入社7ヶ月目には最低10日以上 【休日】完全週休二日制 土 日 祝 日 年...

更新日

2025年07月10日 16:02

### 応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ネイティブ

最終学歴

高等学校卒

現在のビザ

日本での就労許可が必要です

### 募集要項

【求人No NJB2309564】

Key Responsibilities

- ・ Manage the team to ensure timely receipt and proper tracking of provider invoices
- ・ Ensures all payments are released timely and meet provider payment terms. Payments to be done every 15th and 25th of the month. One off payments on urgent need basis
- ・ Manage vendor registration process including bank details with Network Service manager

- Reviews aged accounts payable listing and performs research to resolve issues
  - Coordinates with the Claims and Billing teams to resolve any queries or outstanding items required to processing and paying a claim
  - Replies to Provider inquiries as needed
  - Maintains effective communication with direct reports supervisory and other management team and provide timely updates on situations that impact productivities and efficiencies
  - Actively participates in day to day office activities including a variety of meetings and task force groups to improve processes etc
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## スキル・資格

### C. Job Profile

#### Required Skills and Knowledge

- 5+ years of experience in payment operations treasury or financial services.
- Strong knowledge of payment types processes and systems (e.g. SWIFT SEPA RTP ACH card networks Kyriba Japanese Zengin Format) .
- Minimal of five (5) years of business office experience in a small to medium size organization preferably in the health or financial sectors

#### Required Competencies

- ERP experience · Has experience to use English ERP system (i.e. SUN6 Oracle SAP etc.) is the key for this position.

#### Required Qualifications

- Bachelor's degree in Finance Accounting Business Administration or related field (Master's preferred) .
  - Boki 3 or above preferred
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## 会社説明

ご紹介時にご案内いたします