



## HR/Payroll specialist ※会計/税理士法人事務所経験ある方歓迎・英語力活かせます

### Payroll Specialist

#### 募集職種

#### 採用企業名

学校法人 西町インターナショナルスクール

#### 求人ID

1562719

#### 業種

教育・学校

#### 外国人の割合

外国人 半数

#### 雇用形態

正社員

#### 勤務地

東京都 23区, 港区

#### 給与

500万円 ~ 650万円

#### 勤務時間

08:00-16:00

#### 休日・休暇

土日休み（学校のイベントカレンダーによる）年間休日143日（2025年）

#### 更新日

2026年02月12日 07:00

#### 応募必要条件

##### 職務経験

1年以上

##### 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

大学卒：学士号

##### 現在のビザ

日本での就労許可が必要です

#### 募集要項

##### Job Title: Payroll Specialist

Reports to: HR Manager, with a dotted-line reporting to the Director of Finance and Regulatory Affairs

##### Job Summary (Objectives/Scope) :

The Payroll Specialist is responsible for ensuring accurate and timely processing of payroll for all employees. This role

involves maintaining payroll records, handling employee inquiries, ensuring compliance with tax and labor regulations, and collaborating with HR Manager and accounting teams to support compensation and benefits administration.

#### Key Responsibilities:

- Process monthly payroll accurately and on time, including salaries, allowances, and deductions
- Maintain the information at Smart HR and update employee payroll records, including new hires, terminations, salary changes, and other adjustments.
- Ensure compliance with local labor laws, tax regulations, social insurance, and company policies.
- Prepare and submit payroll-related reports, including tax filings, social insurance contributions, year-end adjustments, and annual income reports to the Tax Office and Ward Offices.
- Calculate withholding tax and prepare payments for temporary staff
- Implement year-end income tax adjustments and issue relevant forms (e.g., Gensen Choshu Hyo).
- Coordinate with HR and Accounting teams to ensure data consistency, reconcile payroll and personnel-related accounts, and resolve discrepancies.
- Respond to employee inquiries regarding payroll, benefits, and deductions.
- Manage payroll for non-regular personnel, including non-Nishimachi teachers, summer school instructors, outside sports coaches, and temporary staff.
- Maintain personnel records and databases, ensuring all employee data is accurate and up-to-date.
- Assist the HR manager to develop personnel cost budget and provide payroll-related information for budgeting, U.S. grants, EARCOS salary surveys, Tokyo-to reports, and other internal/external requirements.
- Handle administrative matters with PMAC (Promotion and Mutual Aid Corporation for Private Schools of Japan) as required.
- Support audits by providing payroll documentation including retirement reserve details and stay updated on changes in payroll legislation, recommending process improvements as needed.
- Manage and reconcile employee professional development expenses.
- Perform other duties as assigned at the Business Office by the Director of Finance and Regulatory Affairs
- Perform general school operational duties as required
- 【歓迎条件】
- ペイロールベンダーを活用した給与計算業務の運用・管理経験
- 給与・賞与データの仕訳作成、および月次決算への反映実務（ジャーナル作成）

#### Performance Expectations:

- Ensure accuracy and timeliness in processing all accounts payable and receivable transactions
- Maintain complete and organized financial records in compliance with accounting standards and school policies
- Demonstrate reliability and accountability in meeting deadlines and handling confidential information
- Provide responsive and professional communication to faculty, staff, parents, and external partners
- Contribute to a collaborative team environment while also working effectively with minimal supervision
- Show adaptability in managing unexpected or urgent tasks, while maintaining a high level of accuracy
- Salary and benefits are competitive and commensurate with experience

休日・休暇（今年度の場合）

秋休み（10月13日から17日）

年末年始（12月13日から1月2日）

2月（Mid-winter break）9日10日

春休み（3月23日から27日）

GW5月4日5日

夏休み（7月第2、第3週）

#### スキル・資格

#### Qualifications:

- Native-level proficiency in Japanese and advanced business-level proficiency in English
- Proven experience in payroll
- Strong attention to detail and accuracy
- Proficiency in payroll software and Microsoft Excel
- Good communication and organizational skills
- Strong teamwork skills
- Ability to work independently and meet deadlines
- Flexibility to handle unexpected work requirements
- Strong commitment to working in a school environment
- Bachelor's degree required

Interested candidates: Please send an English cover letter and both English and Japanese resumes.

履歴書、職務経歴書を添えご応募ください。

Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to student protection. All applicants for positions at Nishimachi are asked to provide/verify appropriate "student protection" or "working with children" certification as part of their application.

Our school is committed to fostering an inclusive and diverse community. We welcome applicants of all backgrounds and do not discriminate based on race, ethnicity, gender, religion, sexual orientation, age, disability, or any other protected characteristic.

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### 会社説明