



Associate/ Sr. Associate - Payroll , Tokyo (Hybrid)

募集職種

人材紹介会社

Scouta株式会社

採用企業名

Global Accounting Firm, Tokyo

求人ID

1580544

部署名

Payroll Team

業種

監査・税理士法人

雇用形態

正社員

勤務地

東京都 23区, 港区

最寄駅

都営浅草線駅

給与

600万円 ~ 800万円

更新日

2026年05月26日 20:00

応募必要条件

職務経験

3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

短大卒：準学士号

現在のビザ

日本での就労許可が必要です

募集要項

You will be responsible for the client's payroll and social insurance work on behalf of the company's human resources staff.

~in particular~

■Payment and tax payment agency

■Annual tax returns (statutory forms and payroll reports)

■ Social insurance procedures (acquiring qualifications, periodic revisions, etc.)

■ Labor insurance procedures (annual renewal procedures, etc.)

■ Monthly payroll, bonus calculation, retirement allowance calculation, year-end tax adjustment, etc. (We also handle payroll, tax, and insurance payment for some clients.)

スキル・資格

[Required]

- ・ Work experience in back office (2 years or more)
- ・ Work experience using Excel (SUM function, VLOOKUP function, IF function)

*The report will be delivered to the client in Excel format.

- ・ People who are comfortable with writing emails and reading English (you will be communicating with foreign staff).
- *Translation tools can be used. Eiken Grade 3, TOEIC score of 550 or above.

【welcome】

- ・ Experience working in an outsourcing company or private business
- ・ Experience in payroll and social insurance at a business company (someone who has done it themselves, not outsourced)
- ・ Strong in systems
- ・ Qualified social worker

[Desired personality]

-A desire to pursue accuracy

- ・ People who are comfortable handling different tasks at the same time
- ・ People who can see things objectively

会社説明