



## 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06月09日 00:00

### 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