



PR/086375 | Accounting Clerk

Job Information

Recruiter

JAC Recruitment USA

Job ID

1512770

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

January 7th, 2025 22:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

A worldwide shipping company is seeking an Accounting Clerk.

RESPONSIBILITIES

- Manage financial data by inputting into accounting systems and updating Excel spreadsheets.
- Ensure accuracy through meticulous reconciliation of bank balances.
- Maintain seamless organization of financial records for easy access and retrieval.
- Streamline payment processing by preparing wire transfers and checks.
- Oversee accounts receivable and payable
- Generate comprehensive statements of account for customers
- Provide essential administrative support to ensure smooth office operations, including phone redirection, mail, and fax handling.

REQUIREMENTS

- Proficient with Microsoft Office and QuickBooks
- Two (2) years bookkeeping or accounting experience or Good Knowledge of general ledger, bookkeeping and accounting

SALARY & Benefits

USD \$45,000 - \$55,000+ Bonus depending on your performance

OTHERS

Work location: Englewood Cliffs, NJ

*This is an onsite position.

We sincerely apologize, but due to a high volume of applicants, only those who successfully pass the initial screening will be contacted. We truly appreciate your understanding.

#LI-JACUS #LI-US #countryUS

Company Description