



## 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**

February 19th, 2025 01:00

### 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

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Company Description