



## PR/086375 | Accounting Clerk

### 募集職種

#### 人材紹介会社

JAC Recruitment USA

#### 求人ID

1512770

#### 業種

監査・税理士法人

#### 雇用形態

正社員

#### 勤務地

アメリカ合衆国

#### 給与

経験考慮の上、応相談

#### 更新日

2025年02月19日 01:00

### 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

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

#### 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

---

会社説明