



## PR/086708 | Jr. Clerk in Operation Group

### Job Information

**Recruiter**

JAC Recruitment USA

**Job ID**

1537894

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

United States

**Salary**

Negotiable, based on experience

**Refreshed**

May 1st, 2025 20:04

### 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

#### POSITION SUMMARY

Japanese financial institution is seeking a Jr. Clerk in their Operation Group in the Manhattan office.

#### RESPONSIBILITIES

Back Office Operations

Daily system opening and closing

Monitor and execute data transmission between systems and perform manual data entry

Monitor intraday cash credits and debits

Complete daily reconciliation for nostro and custody accounts

Review and process sanction screening alerts, prepare data files for system import

Prepare monthly reports

#### QUALIFICATIONS

Proficiency in Microsoft Office Suite (Excel, Word)

Responsible with good communication skills

Team-oriented

\*Japanese fluency is not required.

#### SALARY

\$55,000-\$65,000/year

#### BENEFITS

Medical, dental, and health insurance, vacation, sick leave, and 401K.

#### LOCATION

Midtown, NYC

Hybrid work: 3 days remote and 2 days work on-site/week

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#### Company Description