



PR/086708 | Jr. Clerk in Operation Group

Job Information

Recruiter
[JAC Recruitment USA](#)
Job ID

1541188

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

June 17th, 2025 08:01

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

#LI-JACUS #LI-US #countryUS

Company Description