



JAC Recruitment

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JAC Recruitment USA

PR/086876 | Accounting Clerk

Job Information

Recruiter

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Job ID

1554871

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

September 9th, 2025 12:01

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

Accounting Clerk (Onsite - Englewood Cliffs, NJ)

COMPANY OVERVIEW

A worldwide shipping company is seeking an Accounting Clerk.

RESPONSIBILITIES

- Enter data into accounting systems and update various Excel spreadsheets
- Check figures, postings and documents of accounting systems for correct entry, accuracy and proper codes
- Issuing receiving slips, disbursement slips, journal slips, sales slips and purchase slips
- Reconcile bank balance

- Maintains an organized and efficient filing of records
- Preparing payments by wire transfer and checks
- Oversee AR and AP processes
- Mailing out vendor checks
- Purchasing office supplies
- Preparing General Statement of Account for Customers
- Providing support for other ongoing tasks and special projects

REQUIREMENTS

- Proficient with Microsoft Office and QuickBooks
- Two (2) years bookkeeping or accounting experience or Good Knowledge of general ledger, bookkeeping and accounting
- Provide General Administrative Office Support (phone redirection, mail, faxes)

SALARY & Benefits

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

OTHERS

Work location: Englewood Cliffs, NJ

*This is an onsite position.
This role is NOT visa sponsored

#LI-JACUS #LI-US #countryUS

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Company Description