

アメリカの求人なら JAC Recruitment USA

PR/086876 | Accounting Clerk

人材紹介会社

JAC Recruitment USA

求人ID

1554871

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11月04日 18:00

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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

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 filling 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

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明