



PR/086876 | Accounting Clerk

募集職種

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08月26日 00:00

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

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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会社説明