



PR/087515 | Accountant

募集職種

人材紹介会社
JAC Recruitment USA

求人ID
1604862

業種
福祉・介護

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
2026年08月11日 04:00

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
流暢

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

POSITION TITLE Accountant

POSITION SUMMARY

In this position, you will be responsible for managing day-to-day accounting activities, leading the month-end close process, ensuring accurate financial reporting, and coordinating with an external accounting firm. The role also includes providing administrative support to the Marketing function.

RESPONSIBILITIES

Accounting (Approx. 80%)

- Manage full-cycle Accounts Payable and Accounts Receivable processes

- Own and perform the complete month-end close process
- Prepare and post journal entries
- Reconcile general ledger accounts and resolve discrepancies
- Prepare and reconcile Balance Sheet, Profit & Loss Statement, and Cash Flow Statement
- Analyze financial statements prior to monthly reporting
- Prepare monthly financial reports and supporting schedules
- Maintain fixed asset and inventory accounting records
- Conduct bank reconciliations and cash management activities
- Ensure accurate revenue and expense recognition
- Coordinate with the external accounting firm regarding closing, financial reporting, tax matters, and accounting issues

Marketing Administrative Support (Approx. 20%)

- Provide administrative support to the Marketing department
- Coordinate meetings, calendars, and schedules
- Prepare presentations, reports, and related documents
- Maintain filing systems and departmental records
- Coordinate with vendors and internal stakeholders

QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, or a related field
- 5+ years of corporate accounting experience
- Proven experience independently managing the month-end close process
- Strong financial statement preparation and review experience
- Experience working with external accounting or CPA firms
- Solid understanding of GAAP and accounting principles
- Experience with AP, AR, inventory accounting, bank reconciliations, and general ledger management
- Experience using accounting software or ERP systems
- Advanced Microsoft Excel skills

REQUIRED SKILLS

- Fluent English communication skills
- Strong analytical and problem-solving abilities
- High attention to detail and accuracy
- Self-motivated with a strong sense of ownership
- Ability to work independently

- Strong teamwork and collaboration skills
- Excellent organizational and time-management abilities
- Ability to manage multiple priorities in a fast-paced environment
- Professional attitude and commitment to continuous improvement

LOCATION Bethesda, MD

WORK ARRANGEMENT On-site

BENEFITS Medical, dental, vision, 401(K) and others

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会社説明