



**UIBS**

3941 Southeastern Way, Suite A  
West Columbia, SC 29169  
(803) 915 – 7890 | info@uibsusa.com

**Job Title:** Accounting and Finance Coordinator

**Job Type:** On-site, Exempt, Salary

**Job Location:** Clarksville, TN

**Job Description:**

We are looking for an experienced and skilled Accounting and Finance Coordinator to join our team. In this role, you will play a key part in supporting project-based accounting functions, managing accounts payable and receivable, and planning cash flow to maintain financial stability. Strong communication skills in both English and Korean are essential, as you will work in a bilingual environment and coordinate with various stakeholders.

**Your duties will include:**

- Manage project-based accounting functions, with a preference for candidates experienced in project accounting
- Oversee accounts payable (AP) and accounts receivable (AR) processes to ensure accurate and timely financial transactions
- Develop and implement cash flow plans to support effective financial management and organizational budgeting
- Ensure clear and effective communication in both English and Korean, facilitating efficient collaboration with team members and stakeholders
- Reconcile bank accounts to ensure alignment with financial records
- Maintain accurate records of employee payments, receipts, and resolve discrepancies as needed
- Reconcile payment adjustments within SAP and ERP to maintain accurate financial data
- Identify and resolve financial discrepancies, including outstanding costs, through detailed research and analysis
- Prepare, reconcile, and submit weekly and bi-weekly payroll, including all supporting documentation, in a timely manner



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- Conduct daily and monthly audits of cash bags to ensure financial accuracy
- Respond to cost-related inquiries professionally, ensuring prompt and thorough resolution

**Your qualifications are as follows:**

- General accounting knowledge – cash management, online banking, and AP/AR is beneficial
- Any experience related to the accounting field, especially project-based accounting experience
- Computer Skills – SAP, Microsoft Word, Power Point, Excel, etc.
- Good interpersonal and communication skills
- Structured thinking and understanding
- Ability to multi-task and be highly organized
- Consistently approaches work with a positive and constructive attitude
- Working effectively with others
- Strong organization skills with a problem-solving attitude
- Demonstrated ability to communicate in written and spoken English & Korean
- Bachelor’s degree in accounting, finance, business or related field
- Excellent analytical, problem solving, and decision-making skills

**Your benefits are as follows:**

- Medical, Dental, and Vision insurance
- 401K matching
- PTO
- Paid holiday