



Happynarae America

About Us

HAPPYNARAE is a social enterprise specializing in supply chain management (SCM) and creating social value in collaboration with its clients. Founded by SK, HAPPYNARAE is a sourcing and procurement service company that utilizes its entire revenue to support and connect social enterprises, thereby generating social value. HAPPYNARAE AMERICA LLC. is the US subsidiary of HAPPYNARAE, primarily focused on procuring maintenance (MRO) products for the EV battery industry etc.

Job Title: **Financing & Accounting Associate**

Location: **Duluth, GA**

Employment Type: **Full-time, Salary, Exempt, On-site**

Position Summary

The Finance & Accounting Associate role is designed to support our dynamic and fast-growing organization. This is an entry position with preferably less than 3 years of experience.

Responsibilities

- Manage Accounts Receivable functions including AR entry, PO status management, Invoice generation and ensuring timely receipt of payments from customers
- Handle Accounts Payable tasks including AP entry, PO status management, creating payment plans & processing payment requests
- Execute Bank payments for various expenses including cost of goods, fixed & variable expenses and reconcile bank transactions
- Conduct regular reviews and reconciliations of AR and AP accounts, and assist with transferring data to the Financial Accounting Manager for month-end closing
- Coordinate with vendors to ensure timely receipt of AP invoices, resolve any discrepancies and maintain positive relationships
- Coordinate with customers to facilitate timely payment of AR invoices, address payment inquiries and follow up on outstanding balances
- Assist in tax-related activities such as preparing documentation for tax filings, calculating tax liabilities, and ensuring compliance with tax regulations

Required Skills

- Strong attention to detail and analytical skills, with the ability to accurately process financial transactions and identify discrepancies
- Proficiency in accounting software and Microsoft Excel, with the ability to effectively manage data and generate reports
- Knowledge of accounting principles and practices, including GAAP, and the ability to apply them to daily tasks and financial analysis.

Qualifications

- Demonstrated strong compliance with procedures and guidelines
- KOR/ENG Bilingual preferred
- Bachelor's degree (or equivalent) in accounting, finance, or related field
- 1 - 3 years of HR experience in corporate environment
- Must be able to work legally without visa sponsorship

Benefits

- Health, Dental, Vision, Disability & Life Insurance
- 401K (Matching)
- PTOs (Vacation, sick, holidays, & parental leaves)

