

SUNGDO ENG USA, INC

JOB DESCRIPTION

JOB TITLE: Accounting Staff

JOB TYPE: Full-time (8 Hour shift, Mon- Fri)

DEPARTMENT: Accounting

SALARY: \$ 50,000 ~ \$ 70,000

LOCATION: Suwanee, GA

RESPONSIBILITIES

- AR/AP
- Reconcile Bank Accounts
- Maintain records of employee' payments, receipts, and resolve discrepancies.
- Reconcile payment adjustments to QuickBooks.
- Researches and identifies errors and financial discrepancies, including, but not limited to, outstanding costs.
- Prepares, reconciles, and submits the weekly & bi-weekly payroll with supporting documentation
- Conducts daily and monthly audits of cash bags
- Reviews and processes cost-related questions in a Professional Manner

QUALIFICATIONS

- General accounting knowledge – cash, online banking, and accounts receivable is beneficial.
- Preferred any experience that relates to the accounting field
- referred associates Degree or equivalent from a two-year college or bachelor's degree
- Preferred QuickBooks experiences
- Demonstrated ability to communicate in written and spoken English & Korean
- Excellent analytical, problem solving, and decision-making skills.
- Excellent organizational, stress, and time management skills.

BENEFITS

- Health Insurance (Health, Dental, Vision) :50% Support
- 401K – 3% Matching
- PTO – 10 Days/ Yearly
- 10 Paid Holidays
- Meals provided (Lunch/overtime dinner)
- Free snacks and drinks in the office