



UIBS
Clarksville, TN
hr@uibsusa.com

Job Title: Accounting Assistant

Job Type: Full Time

Job Location: Clarksville, TN

Job Description:

We are seeking a meticulous and detail-oriented Accounting Assistant to support financial operations and ensure the success of ongoing projects. Reporting directly to the Field Administration Manager, the Accounting Assistant will be responsible for managing financial records, vendor payments, and various accounting tasks while ensuring compliance with company policies and financial standards.

Your duties will include:

- Assist the Accounting Team in managing client invoices and receipts, ensuring all records are accurate and properly documented.
- Support payroll processing by preparing necessary documentation and verifying employee work hours.
- Review and verify financial documents to ensure accuracy and compliance with company policies.
- Track office expenses and assist with budget management.
- Coordinate with vendors and clients regarding payments and outstanding balances.
- Maintain and organize financial records for easy accessibility and reference.
- Assist with general administrative and office accounting tasks as needed.

Your qualifications are as follows:

- Bachelor's degree in Accounting, Finance, Business Administration, or relevant field
- 0-2 years of experience in accounting, bookkeeping, or administrative support is a plus but not required.
- Strong attention to detail and accuracy in handling financial documents.
- Proficiency in Microsoft Office (Excel, Word) and accounting software is a plus.



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- Ability to efficiently multitask and prioritize in a dynamic, deadline-driven environment
- Strong analytical skills, excellent communication abilities, and a team-oriented mindset
- **Fluent in Korean is highly preferred**

Your benefits are as follows:

- Medical, Dental, and Vision insurance
- Life insurance
- 401K matching
- Relocation Assistant
- PTO
- Paid holidays
- Annual bonuses based on performance
- Visa Sponsorship
- Meals provided (Lunch/overtime dinner)
- Mobile Phone provided

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