



Job Title: Korean Bilingual F&A Associate

Job Type: Full Time

Job Location: Houston, TX

Job Description:

We are seeking a highly motivated Korean Bilingual F&A Associate with strong hands-on accounting and finance operation experience. This role will be responsible for managing daily cash activities, ERP/SAP reconciliation, financial closings, tax compliance, and communication with the Korean headquarters. The position also requires leadership in supervising staff, supporting audits, and driving process improvements to enhance organizational efficiency.

Your duties will include:

- Post daily cash activities in ERP system.
- Reconcile all bank accounts and SAP cash balances.
- Ensure accurate and timely reporting of monthly, quarterly, and year-end closings (FI/CO through SAP).
- Support budgeting and forecasting activities.
- Assist with federal and state tax filings, franchise tax, and quarterly requirements.
- Collaborate with headquarters' finance and accounting team through regular communication and reporting.
- Supervise and train finance/accounting staff members.
- Provide support for internal and external audits, working with CPA firms to ensure compliance.
- Create and develop visual presentations and spreadsheets for reporting.



- Manage special projects, workflow process improvements, and presentations as assigned.
- Maintain effective communication with management at all levels and external vendors.
- Handle confidential and sensitive information with professionalism.
- Support overall financial operations with analytical problem-solving and risk management mindset.

Your qualifications are as follows:

- **Must be legally eligible to work in the U.S. (No visa sponsorship).**
- **Bilingual in Korean and English (professional proficiency).**
- Bachelor's degree in Accounting, Finance, or Business; 2–10 years of experience in finance/accounting operations.
- Previous experience working in a Korean company preferred.
- Proficiency in MS Office (Excel, Word, PowerPoint, Access) and SAP.
- Strong analytical skills with ability to compute rates, ratios, percentages, and interpret financial data.
- Excellent interpersonal and communication skills (verbal and written).
- Proven ability to handle sensitive and confidential matters with diplomacy and tact.
- Strong organizational skills with attention to detail, ability to multitask, and meet deadlines in a fast-paced environment.
- Proactive, team-oriented, and demonstrates strong ownership in tasks.
- Experience in international or multicultural environments is a plus.