Organization Name: Master Cutlery, LLC

Title: Accountant

Location (address, city, state): 700 Penhorn Ave, Secaucus, NJ 07094

Job Type: Full-Time (Experienced)

Min. Education: Graduate or Professional Degree

Min. Experience: 1 - 2 Years

Job Description and Primary Responsibilities:

- Prepare and analyze accounting records, financial statements, bank reconciliations and reports to conform with procedural standards of the laws and regulations;
- Reconcile financial discrepancies by collecting and analyzing account information;
- Process monthly accruals, amortization of prepaid expenses, depreciation/disposal/acquisition of fixed assets, and record journal entries;
- Prepare reports that compare the budgeted costs to the actual costs;
- Summarize the physical inventory results and investigate and resolve differences between the book and physical results;
- Monitor currency exchange rate for USD vs RMB; Handle Chinese local office expenses;
- Communicate with Chinese vendors on payment discrepancies and negotiate on pricing;
- Develop, implement, modify, and document record-keeping and company account systems by using ERP systems;
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses as well as to recommend financial actions; Assist with year-end audit;
- Manage international cash flow, provide weekly cash analysis and suggestion.

Qualifications:

- MS in Accountancy
- At least 1 year of experience in Accounting field

Application Instructions:

Please Mail your resume to:
Claire Walter
Master Cutlery, LLC
700 Penhorn Avenue
Secaucus, NJ 07094