



## Cleveland Yutaka Corporation Job Posting: Accounting Specialist

This position will be responsible for performing routine accounts receivable/payable activities, data entry using MS Excel to prepare and post reports.

REQUIRED: High School Graduate or GED  
PREFERRED: **PRIOR MANUFACTURING ACCOUNTING EXPERIENCE**  
PREFERRED: Two-year degree in Business Administration, Accounting or similar degree

### SKILLS, KNOWLEDGE, AND ABILITIES:

Intermittent computer skills, Word, Excel and QuickBooks

### RESPONSIBILITIES AND DUTIES:

- Confirm information on customer packing list with the PO
- Prepare and send customer invoices and credit
- Post received payment from customer
- Confirm vendor packing list with PO
- Enter vendor invoice to accounting system
- Enter vendor purchase items to excel chart
- Enter credit card transactions
- Bank deposits
- Enter data in PO system if the number has not been issued
- Monitor any outstanding customer invoices and contact customer.
- Respond to any inquiries from customer and vendors.
- Prepare check run
- Maintain petty cash
- Reconcile account balances and inquiry to obtain missing information or verify unusual data.
- Assign/find out expense account/department classification.
- Compile or extract data from accounting software to prepare required report.
- Sales/use tax calculation prepare payment coupon
- Prepare and file form 1099

JOB TYPE: Full-time  
SALARY: \$15.00 to \$16.00 /hour

### BENEFITS:

- Health insurance – Available following 1<sup>st</sup> full month of employment
- Dental insurance- Available following 1<sup>st</sup> full month of employment
- Vision insurance - Available following 1<sup>st</sup> full month of employment
- Retirement plan – Contribute after 6 months, Employer match of 50% of first 6% after 1 year.
- Tuition reimbursement
- Paid time off

SCHEDULE: Monday to Friday – 8:00 a.m. – 4:30 p.m.

To apply, send your inquiries or resumes to: [hr@clevelandyutaka.com](mailto:hr@clevelandyutaka.com)