



Total Solutions for Security Professionals

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## JOB DESCRIPTION

**Title:** JR. ACCOUNTANT CLERK  
**Department:** ACCOUNTING  
**Classification:** NON-EXEMPT  
**Location:** LTS ASSOCIATE INC.  
**Grade:**  
**Reports To:** ACCOUNTING MANAGER

### POSITION OVERVIEW

Our company is looking for an Jr Accountant Clerk to perform clerical duties and ensure accuracy of financial records. The candidate will utilize Cloud Enterprise Resource Planning (ERP) system (e.g. Net Suite) to process business transactions. He/she will be responsible for reconciling accounts payable and accounts receivable, invoicing clients, ensuring prompt payment of invoices and developing and maintaining a comprehensive financial filing system for our company.

### ESSENTIAL JOB FUNCTIONS

#### Key Responsibilities:

- Approve an order properly without supervision. Process and monitor credit card charges, payment discrepancies, refunds, returns and miscellaneous charges.
- New account setup, credit card authorization & tax exemption review.
- Familiar with each account and payment arrangement, timely report any potential delayed payments and take appropriate actions at the time of order approval.
- submit weekly aging report timely, share follow up notes with internal term.
- Identify issues and address any matters with an effective communication skill and problem-solving skills.
- Timely apply open credits to open invoice and record payment, reconcile daily credit card deposit.
- Provide accounting and clerical support to the accounting department.
- Comply with local, state, and federal government reporting requirements.
- Other duties as assigned.

### ESSENTIAL REQUIREMENTS

- Ability to meet all assigned deadlines.
- Ability to maintain confidential information.
- Excellent analytical skills
- Accuracy and attention to details
- Ability to perform filing and record keeping tasks.
- Strong computer skills

## EDUCATION

- Associate's or bachelor's degree in accounting or related major
- 1+ Years of accounting experience or equivalent experience in related field
- Strong knowledge of MS Office (Word, Excel, PowerPoint, Outlook)
- Experience with bank reconciliation and tracking credit card transactions is preferred.
- Experience with NetSuite a plus
- Experience as a Bookkeeper, Accounting Clerk or in related field is preferred.
- College Grads welcome
- Bilingual Chinese a Plus

*The above position description identifies the essential job functions and skills needed by the person or persons assigned to this position. These job functions and skills are not intended to be a complete and inclusive list of all responsibilities, duties, and skills required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. The information contained herein is subject to change at the discretion of the Company.*

***I understand the responsibilities and requirements for the Jr. Accountant Clerk as described above.***

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_