Master Cutlery, LLC

Title: Accountant

Location: 700 Penhorn Ave, Secaucus, NJ 07094

Job Type: Full-Time (Experienced)

Compensation Type: Salary

Start Date: ASAP

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 company address at 700 Penhorn Avenue, Secaucus, NJ 07094.