

January 2022

Huntington Brass, based in California since 1989, is a sales and distributor division of a global plumbing products manufacturer. Our manufacturing division has over 30 years of experience in R&D and engineering of OEM/ODM and private label plumbing products for major brands globally including all of North America.

Accounting Specialist Job Description

We are looking for an organized, detail-oriented accounting specialist. The accounting specialist will analyze information, maintain complete and accurate records, assist with routine accounting duties, and provide prompt, courteous responses to inquiries or complaints from clients, vendors, etc. You should also be a skilled researcher and possess strong communication and computer skills.

Responsibilities:

- Process accounting transactions including bookkeeping AP/AR, cash deposit, customer credit management, tax filing, etc.
- Process month-end and year-end closing
- Communicate and work with the overseas office to monitor and improve the MRP system
- Provide periodic analysis and reports within the time frame as requested
- Participate in internal and external auditing
- Perform other related Finance & HR duties as assigned
- Calculate costs of goods and services
- Distribute invoices for sales review
- Keep accurate records in accordance with company standards
- Perform all other office tasks

Qualifications:

- **[REQUIRED] Bi-Lingual in Chinese (Preferred) Mandarin dialect**
- Previous experience in billing, finance, or other related fields
- Experience in data entry
- Knowledge of standard accounting procedures
- Ability to prioritize and multitask

Full-Time: Monday-Friday

\$45,000-\$50,000 *[Depending on experience level and fit for the position]*

401k + company matching

Medical-Dental-Vision-Life Insurance

Contact: Jason McCullough Operations Manager (jason@huntingtonbrass.com)