

Job Description

**Job Title:** Accounting Clerk

**Department:** Accounting

**Supervisor:** VP of Accounting

**Summary**  
The Accounting Clerk is responsible for handling job duties within the Accounts Payable and Accounts Receivable Department. Daily functions include but are not limited to reviewing Statement of Account with our overseas offices, assist the Accounting Manager with various accounting duties, and daily communication with customers and vendors as needed. This position is rotational, allowing for new opportunities of work within each department.  
  
**Company Overview**  
  
Established in 1981, OEC Group is one of the leading NVOCC freight forwarding companies. With headquarters located in Taipei, Taiwan, as well as regional headquarters in New York and branches throughout Asia, North America and Europe; OEC Group enjoys a strong position in a rapidly growing market.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Compiles and sorts documents, such as invoices and checks, substantiating business transactions.

Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts to ledgers or computer spreadsheets and databases.

Audits invoices against purchase orders, researches discrepancies, and approves for payment.

Investigates problems that vendors or purchasing agents have with obtaining payment for bills.

Computes and records charges, refunds, cost of lost or damaged goods, freight charges, rentals, and similar items.

Prepares vouchers, invoices, checks, account statements, reports, and other records, and reviews for accuracy.

Reconciles general ledger accounts with various registers.

Extracts general ledger information.

Compiles cost reports and revenue and balance sheets.

Reconciles bank statements.  
  
Interpret Dun & Bradstreet reports.  
  
Understand Euler Hermes credit insurance.

Monitors loans and accounts payable and receivable to ensure that payments are up to date.

Reconciles report discrepancies and problems.

Codes data for input to financial data processing system according to company procedures.

Reviews, balances, and interprets computer reports, and makes corrections.

Assists employees, vendors, clients, or customers by answering questions related to accounts, procedures, and services.

**Supervisory Responsibilities**

This job has no supervisory responsibilities.

**Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

Use of Technology - Demonstrates required skills; adapts to new technologies; troubleshoots technological problems; uses technology to increase productivity; keeps technical skills up to date.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Cost Consciousness - Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue ; conserves organizational resources.

Judgement - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

Associate's Degree; or one to two years related experience and/or training; or equivalent combination of education and experience.  
  
Fundamental knowledge of business law is not necessary but is a plus.

**Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Freightstream Accounting software; Database software and Word Processing software.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. Specific vision abilities required by this job include close vision.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Benefits**

After completing a standard 90 day probationary period the employee is granted a full benefits package. This includes:

Full Health Insurance Premium (Medical and Dental)Life and AD&D Insurance CoverageVacation/Personal/Floating DaysAnnual performance review and opportunity for salary adjustmentAnnual bonus determined by overall performance.

After 1 full year of employment; 401K retirement benefits with up to a 3% company match

**OEC Group is an Equal Opportunity Employer.**

**HOW TO APPLY**

Submit resume to Ms. Stephanie Gifford at [sgifford@sunymaritime.edu](mailto:sgifford@sunymaritime.edu) by **Monday, November 10th**