

**LOCATION:** Arlington, TN

**POSITION:** Accounting Clerk

**SUMMARY:** H. Saga/Port Alliance, an international finance, trade and logistics company located in Arlington, TN, is searching for a reliable and analytical Accounting Clerk. This person will join a team, both local and international, that is passionate and invested in the mission and values of the organization while remaining fun, flexible and family focused. The ideal candidate is a detail-oriented self-starter with the ability to take initiative and work in a fast-paced environment with minimal supervision. Candidate must be a team player with a positive and flexible attitude and the ability to prioritize workload, multiple tasks and deadlines with an eye to constant process improvement. To be successful in this position the candidate needs to be comfortable working in an ever-changing environment, able to successfully support various members of management, have worked in an accounting position in the past and be comfortable in QuickBooks and Excel. Integrity, professionalism, and excellent written and verbal communication skills are essential.

#### **DUTIES/RESPONSIBILITIES**

- Prepare and process daily commercial deposits for multiple companies
- Enter and process invoices and payments for multiple companies using multiple systems
- Prepare and process electronic transfers, ACH payments and international and domestic wires
- Provide customer service regarding collection issues, process customer refunds, process and review account adjustments, resolve client discrepancies and short payments
- Enter customer orders and provide customer support throughout the ordering process
- Provide support to relieve team members of various tasks
- Assist with month end closing and annual audits for multiple companies
- Communicate effectively in both verbal and written form to customers and vendors, internally and externally
- Work closely with domestic and international accounting team to create and implement process improvements as necessary

#### **QUALIFICATIONS**

- Must have 2+ years' experience in an accounting or bookkeeping role
- Knowledge of, and experience with, QuickBooks Enterprise
- Proficient in Microsoft office with heavy experience in excel
- Experience in the transportation or logistics field a plus
- Experience working with remote teams a plus
- Solid understanding of basic bookkeeping and accounting principles
- High degree of accuracy and attention to detail.

**SCHEDULE:** M-F, 8-5

**COMPENSATION:** \$40K to \$45K annual, DOE

**BENEFITS:**

- Full Health, Dental and Vision Insurance provided
- 401K plan with matching contributions available
- Paid Holidays, Vacation and Sick time

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

*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.*

*We maintain a drug-free workplace and perform pre-employment substance abuse testing.*

*This position requires the final candidate to successfully pass a background check.*