



Job Title: Branch Accounting/Bookkeeping

Job Description:

- Performing the daily and month end accounting and bookkeeping of overall branch activities including;
 - Preparing customer invoices and reconciling payments
 - Managing inventory records
 - Bank and accounts payable reconciliations and recordkeeping of vendor invoices
 - Month end reporting and record keeping in accordance to accounting standards and requirements

Experience:

- Experience with accounting and bookkeeping is preferred. On the job training is available.
- Proficiency in MS Office especially Excel
- Ability to use computer and learn our POS system
- Experience with QuickBooks preferred
- Strong organizational skills with attention to detail and number accuracy
- Good team player with good communication skills to interact with different departments

Language Requirements

- English and Cantonese

Working Hours and Salary:

- 32 to 40 hours per week, \$16/hour starting salary, paid holidays and vacation days available

The Company:

Lai Hing Jewelery has been in the retail jewelry business in New York Chinatown since the 1980s. We have branches in the Manhattan, Flushing and Brooklyn Chinatowns. As we continue to develop our business in the new generation we are seeking hardworking individuals of integrity not only in accounting but also in different areas like sales and marketing and ecommerce and social media. There are also opportunities for growth and promotions once demonstrated your capabilities and skills are highly compatible to our needs. We look forward to working with you!