

## **Accounting Associate - Global business learning environment**

### **Sankyo America, Inc.**

### **Indianapolis, IN**

Come work as an Accounting Associate at a growing company that offers exceptional benefits with opportunities to advance and learn alongside accomplished business leaders. In a multicultural work environment, you will be able to broaden your horizons and gain experience in a global business.

#### **The Company:**

With over 35 years of experience in plastics and material management, Sankyo America, Inc. has established itself as an essential partner to numerous clients and vendors in the international automotive supply chain. As the main North American branch in a global network headquartered out of Nagoya, Japan, we truly value our employees and prioritize growing together as a company. You can learn more about us at [www.sankyo-america.com](http://www.sankyo-america.com).

#### **The Position:**

- Full-time, on-site role at our location in Northwest Indy (near intersection of 86<sup>th</sup> St and Michigan Rd)
- Standard 9-to-5 work hours with little overtime expected
- Salary range is \$50K~55K, DOE

#### **Benefits:**

- Generous Medical/Dental/Vision health insurance package (100% of premium paid by company)
- Company-paid Life and Short/Long-Term Disability
- 401(k) plan with company match
- Performance-based bonus program
- Paid Time Off and Vacation days

#### **Responsibilities (most will be shared with other team members):**

- Post and manage data in the internal ERP system with accuracy and attention to detail
- Review and process A/R invoices and payment receipts in the ERP system
- Review and process A/P product/non-product invoices and payments in the ERP system
- Handle rebate, service fee, and commission Journal Entries
- Handle credit/debit memos and inventory adjustment requests from the Sales team
- Perform cash and other subledger account reconciliations
- Correspond with an external CPA firm to assist with monthly closing and reviews
- Complete other duties and tasks as requested

#### **Qualifications:**

- An ideal candidate will possess at least one of the following:
  - Bachelor's degree in accounting or related field
  - Work experience with ERP and/or accounting system
- **Candidate MUST have firm understanding of basic accounting concepts (will perform short aptitude test on AR/AP, Inventory, and relevant Journal Entries)**
- Strong numerical/analytical skills and attention to detail

**If you are interested in this position, please email at [fukuda@sankyo-america.com](mailto:fukuda@sankyo-america.com)**