



Tokyo Gardens Catering, LLC (TGC) is a Houston-based company providing full-service sushi and Asian food operations in retail stores, universities and corporate offices nationwide for over 20 years. Our company is growing rapidly, and every team member plays a key role in that growth. Our success is driven by delivering real results for our clients. It's also enabled by our culture, which supports personal growth and development, embraces an inclusive work culture, and rewards innovation and excellence.

TGC is seeking an Accounting Specialist who is able to provide accurate and timely financial information to support decision making within the organization. This position reports to the accounting department manager. The ideal candidate will maintain financial records including accounts payable and receivable. We are seeking an accounting specialist who wants to build on their existing accounting experience and apply their skills to our current accounting process. If this sounds like you, we'd love to hear from you!

To learn more about us, please visit [www.tgcsushi.com](http://www.tgcsushi.com) / [www.sushicllc.com](http://www.sushicllc.com)

#### **Essential Duties and Responsibilities:**

- Ensure bookkeeping databases and spreadsheets are correct and complete with a strong attention to detail
- Interact daily with clients and vendors to collect payment, arrange payment plans and maintain record of transactions
- Research invoicing and payment discrepancies and past-due amounts with the assistance of accounting manager and team members
- Update client accounts based on payment or contact information
- Create reports and balance sheets
- Handle Accounts Payable for multiple entities and vendors
- Ensure bills and commissions are paid in a timely and accurate manner while adhering to departmental procedures
- Compare purchase orders, prices, terms of payment and other charges
- Process transactions and perform accounting duties such as account maintenance, recording entries and reconciling accounts on a monthly basis
- Ensure timely and defect-free account reconciliations
- Perform additional administrative duties as needed

#### **Qualifications:**

- High school diploma with 3+ years of experience in an accounting related function
- Associates degree in accounting preferred
- Well-versed with AP and AR
- Proficient in Microsoft Office with a focus in Excel
- Experience in bookkeeping / accounting is required

- Experience with cloud-based accounting software, NetSuite knowledge is a plus
- Excellent interpersonal and written/oral communication skills
- Possess a high level of integrity, excellent communication skills, and dependability
- Must be able to work as part of a team and be a part of the solution process

**Benefits:**

- Paid time off
- Paid health benefits (Medical, Dental, Vision, Life, Short Term Disability insurance)
- 401k plan with company match
- Annual bonus / incentives

**Additional Information:**

- Work location: Houston HQ office (Onsite)
- Position type: Full time hourly

Tokyo Gardens Catering, LLC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.