



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.

Job title: Full Charge Bookkeeper

TGC is seeking for a full charge bookkeeper who can 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 both accounts payable and receivable, general ledger entries and reconciliation. We are seeking a full charge bookkeeper who wants to build on their existing accounting experience and apply their skills to our current accounting process. We value our employees just as much as our clients. We are looking for a full charge bookkeeper who embodies our core values of ownership, deliver results, be curious, think big and ability to express their opinion and commit. In this role, you will play a pivotal part in maintaining our financial integrity and supporting our financial growth while living out our core values.

Are you who we are looking for?

Ownership

- Take full ownership of accounting tasks and responsibilities.

Deliver Results

- Ensure the accuracy, completeness, and compliance of financial records and transactions.

Be Curious

- Be proactive in identifying areas for process improvement and cost-efficiency

Think Big

- Contribute innovative ideas and solutions to optimize financial processes

Express your opinion and commit

- Engage in constructive discussions with team members and management to ensure financial transparency and alignment with company objectives

If this sounds like you, we'd love to hear from you! To learn more about us, please visit

www.tgcsushi.com / www.sushiclcl.com

Essential Duties and Key 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
- Creates 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
- Manage reimbursements through an expense management service
- Compare purchase orders, prices, terms of payment and other charges
- Process transactions and performing accounting duties such as account maintenance, recording entries and reconciling accounts on a monthly basis
- Reconcile financial discrepancies and rectifies errors in a timely manner
- Ensure timely and defect-free account reconciliations
- Perform additional administrative duties as needed

Qualifications:

- High school diploma with 5+ years of experience in an accounting related function
- Bachelor's degree in accounting or related field preferred
- Experience in bookkeeping/ accounting required
- Well-versed with both AP and AR
- Proficiency in Microsoft Office with a focus in Excel
- Experience with cloud-based accounting software, NetSuite knowledge is a plus
- Excellent attention to detail and accuracy
- 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, STD insurance)
- 401k plan with company match
- Performance-based incentives
- The chance to contribute to a dynamic and growing company

Additional Information:

- Work location: Houston HQ office (Onsite)
- Position Type: Full time salary
- COVID-19 update: Company has applied and implicated every safety measurement to provide a safer working environment.

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.