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 a talented Senior Bookkeeper who wants to build on their existing audit knowledge or accounting experience and apply their skills to our current accounting process. This position holds significant responsibility within the company and will be a great opportunity to demonstrate leadership and critical thinking. If this sounds like you, we’d love to hear from you!

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

**Job title: Senior Bookkeeper**

**Essential Duties and Responsibilities:**

* Ability to read and summarize financial statements and data
* Strong attention to detail to ensure bookkeeping databases and spreadsheets are correct and complete
* Monitor various financial activities and procedures
* Process due invoices for payments, communicate with customers to collect payment, arrange payment plans and maintain record of transactions
* Manage reimbursements through an expense management service
* Review and prepare source documents by compiling and sorting information for journal entries
* Handle accounts payable for separate entities and vendors
* Ensure bills 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 performing accounting duties such as account maintenance, recording entries and reconciling accounts on a monthly basis
* Maintain confidentiality of organizational information
* Perform other responsibilities and projects as assigned

**Qualifications:**

* Bachelor’s degree in accounting or related field
* 5+ years of experience in an accounting related function
* Proficient in the use of Microsoft Office Suite especially Excel
* Ability to perform research into, and a desire to expand your technical accounting expertise
* Prior experience in financial reporting
* Experience with cloud-based accounting software, esp. NetSuite is a plus
* Excellent interpersonal and written/oral communication skills

**Benefits:**

* Paid vacation and personal time off
* 401k plan with company match
* Annual bonus / incentives
* Paid health benefits (Medical, Dental, Vision, Life, STD insurance)
* This is a full-time salaried position

**Additional Information:**

* Work locations: Houston HQ office
* 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.