

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.

Tokyo Gardens Catering, LLC is looking for a passionate and enthusiastic Senior Staff Accountant to join our growing dynamic team. The Senior Staff Accountant will be responsible for thinking outside the box when it comes to performing their duties and responsibilities. They will be tasked with managing multiple priorities including ensuring the financial data is processed timely, accurately, and efficiently.

To learn more about us, please visit www.tgcsushi.com / www.sushicllc.com

Job title: Senior Staff Accountant

Essential Duties and Responsibilities:

- Owns the AP and Credit Card expense processes, including matching invoices, data entry.
- Bank and credit card account reconciliation
- Assists with month end closing process by evaluating account balances and preparing any necessary journal entries.
- Help establish/refine accounting policies and procedures.
- Ensures the accurate and timely filing of state taxes.
- Responsible for processing weekly payments.
- Must be open to cross training on other aspects of the accounting cycle.
- Maintain professional, timely, communication with vendors, customers, management, and staff.
- Manage reimbursements through an expense management service
- 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
- Assists with accounting records and ledgers by reconciling weekly statements and transactions.
- Performs general cost accounting and other related duties in the accounting department.
- Codes invoices, sets up new accounts, reconciles accounts, and assists with closing the monthly books.

- Reconciles bank accounts at least monthly, verifies deposits, and addresses inquiries from banks.
- Reconciles customer accounts and manages accounts receivable collections.
- Verifies payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
- 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
- Excellent organizational skills and attention to detail
- Excellent time management skills with proven ability to meet deadlines
- Strong analytical and problem-solving skills
- Ability to function well in a high-paced environment
- 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
- Proficient in Google Workspace is a plus
- Experience with cloud-based accounting software, esp. NetSuite is a plus
- Excellent interpersonal and written/oral communication skills

Benefits:

- Paid personal time off
- 401k plan with company match
- Annual bonus
- 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.