

**TRISTAR****Agility**

Defense & Government Services

***Immediate Opening for***

Accounting Clerk

Tristar Terminals Guam, Inc. is seeking a highly motivated candidate to perform a variety of accounting, bookkeeping, and financial tasks.

QUALIFICATIONS

- A minimum of 2 years' experience in the accounting field.
- BS Accounting/ associate degree or related financial discipline is preferred.
- Excellent computer skills, particularly with MS Office – Excel, Word, PowerPoint.
- Accounting Software knowledge, particularly QuickBooks is required.
- Strong organizational skills with the ability to multitask.
- Able to effectively communicate with all levels of personnel.
- Good command of the English language in verbal and written form.

TESTING REQUIREMENTS

A passing score on a general clerical/accounting test

JOB SPECIFIC COMPETENCIES

- Knowledge of accounting principles, practices, procedures, methods, and theory.
- Knowledge of laws, rules, and policies governing assigned functional accounting area.
- Knowledge in Microsoft Applications (Excel, MSWord, PowerPoint etc.)/QuickBooks/Payroll Software (Kronos).
- Candidate must be able to multi-task and work well under pressure in a fast-paced work environment, excellent organizational skills and attention to detail.

REPRESENTATIVE DUTIES

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform one or more of the activities described below.

- Must perform activities covering accounts receivables/accounts payable/inventory/fixed asset report maintenance/general accounts reconciliation & schedules and reporting of financial statements.



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- Must have knowledge on various tax forms and filing process.
- Reconcile financial ledgers and records; prepare financial statements and reports, ability to research and resolve discrepancies.
- Prepare bank reconciliations and related journal entries for a variety of accounts.
- Prepare various schedules to support Accounts Payable & Receivable Function
- Assist in maintaining organized vendor filing and other accounting documentation.
- Obtain required signatures to process for payment.
- Receive & post all invoices from vendors.
- Request monthly statement of Account from vendors.
- Find and use accounting data to resolve problems and discrepancies.
- Perform general administrative tasks as assigned.
- Prepare and maintain accounting documents and records.
- Attention to accuracy and detail is a must.
- Other tasks may be assigned as required.

Interested applicants may complete an application at Tristar Security Office located in Agat Terminal Route 2A Santa Rita Industrial Drive Agat, Guam or send resume to lgranada@tristar-guam.com.

Tristar Terminals Guam, Inc. is a drug free workplace. An Equal Employment Opportunity Employer with Affirmative Action plan in place. Federal Law requires proof of identity and eligibility to work in the US Territory. We comply with this law on a nondiscriminatory basis.