



**Position:** Accounting Associate  
**Type:** Full-Time, Entry Level  
**Location:** Wood Dale, Illinois (On-site, Local Candidates Only)  
**Compensation:** Commensurate with Experience

**Desired Skills:**

- High level of integrity in dealing with confidential and sensitive information
- Intermediate to advanced proficiency with Microsoft Office products, especially Excel, Word, and Outlook
- Must be able to process data and manage daily documentation procedures
- Keep exceptionally organized records with a high-degree of accuracy and strong attention to detail in Accounts Receivable, Accounts Payable, Profit/Loss Analysis, Inventory Management, and Cash Flow
- Ability to identify potential problems and proactively generate ideas for acceptable solutions, then initiate same
- Ability to handle a variety of responsibilities simultaneously and to set priorities in order to complete assignments in an efficient, accurate and timely manner

**Requirements:**

- Bachelor's Degree, preferred in Accounting
- 1-2 years of experience in Accounting or relevant work experience
- Bilingual in English and Korean

**Benefits:**

- Medical
- Dental
- Vision
- Life Insurance
- 401(k) Retirement Plan
- Paid-Time-Off
- Paid Holidays

If you would like to be considered for the MCA Corporation team of professionals, please email your resume and contact information to [careers@mcappliance.com](mailto:careers@mcappliance.com).