



Position: Accounting Associate (Entry Level)
Type: Full-Time
Location: Wood Dale, Illinois (Local Candidates Only)

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 year 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.