

**INTERNATIONAL ACCOUNTING CLERK**  
**ASA ELECTRONICS, LLC**

DEPARTMENT: Accounting

GENERAL: The main objective of the International Accounting Clerk will be to record transactions and reconcile general ledger accounts that reflect the activities of all international ASA operations in a timely and accurate manner. Will require an understanding of financial statements. All ASA Accounting personnel are expected to analyze and communicate effectively, maintain a teamwork attitude and be detail oriented in all of their responsibilities. This position reports directly to the Controller.

QUALIFICATIONS: In the process of Bachelor's or Master's degree in Accounting from a U.S. college or university; Strong written and oral language skills in both Chinese (Mandarin) and English.

PRIMARY RESPONSIBILITIES:

1. Analyze and record general ledger expenses associated with ASA's international operations into company's ERP system on a regular basis. Translation of Mandarin into English on supporting documentation. Record entries in RMB, HKD and U.S.D currencies. Daily analysis will include correspondence, receipts and invoices in Mandarin.
2. Assist in the preparation of the monthly financial statements, account reconciliations and other supporting schedules for ASA's international operations.
3. Assist and provide documentation and supporting schedules for the annual financial audits in Hong Kong, China and U.S.
4. Prepare and/or assist with the filing of various international tax payments and governmental reporting requirements in an accurate and timely manner. (Many of the compliance documents and reports are in Mandarin only. Due to the legal liability at the Parent (U.S.) level, most of the compliance documents must be translated into English.)
5. Translation of administrative and human resource documents to/from Chinese (Mandarin) and English.

6. Maintain fixed asset records.
7. Other related Accounting department duties, as assigned.

KEY ACCOUNTABILITIES:

1. Accuracy and Detail Oriented
2. Analytical
3. Effective Communication in Mandarin and English
4. Problem Solving
5. Organization / Time Management

CODE OF CONDUCT:

1. High Ethical Standards
2. Work as a team

LAST REVISION: 02/08/2024  
ISSUED BY: Missy Jackson