

Choi, Kim, & Park, LLP

2010 Main St, Suite 520

Irvine, CA 92614

<http://www.ckpcpas.com/>

COMPANY DESCRIPTION

Founded in February 2005, Choi, Kim & Park, LLP is the largest Korean-American accounting firm in the United States doing SEC practice and providing other specialized services to private companies and U.S. subsidiaries of Korean companies. CKP's clients range from small retail stores to multi-national corporations in diverse corporations with annual revenues up to \$2 billion, located throughout the United States, including California, Alabama, Georgia, New Jersey, New York, and Texas.

DUTIES & RESPONSIBILITIES

Your responsibilities will include:

- Help with month-end financial reports
- Work under supervision of other accountants
- Help with bank statements reconciliation, as well as accounts payable and receivable
- Ensure the completion of assigned tasks in line with established deadline
- Do Data entry

QUALIFICATIONS & REQUIREMENTS

Qualifications:

- Ability to maintain confidentiality and the integrity of sensitive information
- Business related Major (Accounting Minor preferred)
- Bilingual, Korean and English
- Competency in Microsoft applications including Word, Excel and Outlook

TIME COMMITMENT

These are the requested periods of time by the employer

- 1-term (50-100 hours/10 weeks)

HOW TO APPLY & DEADLINE

Please send your resume and brief introduction of yourself via email at joohyunkim@ckpcpas.com. Applications will be accepted year round.

CONTACT INFORMATION

For More information, please contact Joohyun Kim at joohyunkim@ckpcpas.com or 949-757-0900. You can also visit their website at <http://www.ckpcpas.com/>.