

## Basics

Job Title Accounts Payable Clerk  
Reports To Director of Accounting/Finance  
FLSA Status Non-Exempt  
Direct Reports No

## About Mizuno

Mizuno USA's roots stem from its parent company, Mizuno Corporation. Mizuno Corporation was established in Osaka, Japan in 1906 by Rihachi Mizuno. Today, Mizuno USA is located in Peachtree Corners, GA and continues to manufacture and distribute high quality golf, baseball, softball, running, track & field, and volleyball equipment, apparel, and footwear.

Since our founding, we have taken special pride and pleasure in being able to participate in the exciting world of sports and providing sports equipment of the highest quality. Each and every one of us is guided by the ideal of true sportsmanship. That was true over 100 years ago and is still true today. It is evident in our corporate philosophy which, simply stated, is "Contributing to society through the advancement of sporting goods and the promotion of sports."

Are you a competitor driven by overcoming extraordinary challenges? Are you motivated by being a critical team member? Do you aspire to join a brand that makes a difference in the communities we serve? Mizuno USA is seeking top performers like you carry on the legacy of one of the world's most iconic sporting goods brands.

Every Mizuno USA teammate is a champion of our Mission and commitment to one another and athletes everywhere as they strive for ultimate achievement at every level of competition.

Let us know if you're game-ready!

## Summary

The Accounts Payable Clerk has responsibility for accounts payable to overseas vendors. This individual is also required to help to make some of reports of the company's activities and to assist any other projects as assigned. This is a part-time role, normally expected to work 15-25 hours per week. Up to two (2) days per week of remote work may be allowed after the initial training period has been completed.

## Essential Duties and Responsibilities

The Accounts Payable Clerk will perform specific tasks like the following:

### Accounts Payable

- Obtain appropriate approval for invoices from overseas vendors under wire transfer payments.
- Prepare applications for wire transfers.
- Log and maintain overseas payment record.
- File and maintain documents for overseas payments.
- Communicate with overseas vendors regarding any payment issue.
- Communicate with our bank regarding any payment issue.
- Process payments for freight obligations
- Perform 3-way match for stock items and 2-way match for non-stock items

- Complete other projects as assigned.

#### Monthly Closing Activities

- Prepare journal entries
- Reconcile balance sheet accounts

#### Other

- Assist with year-end audit processes

#### **Qualifications**

- Bachelor's Degree in Accounting or equivalent combination of education and experience
- Effective communication skills
- High level of computer literacy
- Demonstrated proficiency in MS Office applications
- Strong proficiency in JD Edwards or similar ERP system
- Exceptional personal organization and time management skills
- Excellent problem solving and analysis skills
- Keen attention to detail
- Ability to enter large amounts of data and text accurately and quickly into computer systems
- Ability to meet deadlines
- Ability to juggle multiple priorities
- Ability to cooperate in harmony with other team members

#### **Physical Demands/Essential Functions**

- Prolonged periods sitting at a desk and working on a computer in an open office environment.
- Must be able to lift up to 15 pounds at times.

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*Whenever possible, Mizuno USA, Inc. strives to promote from within if the skills and necessary qualifications meet the requirements for the position. Internal and external candidates will be considered for the position and the best candidate will be hired.*

*Mizuno USA, Inc. is an Equal Opportunity Employer: All qualified applicants will receive consideration for employment and will not be discriminated against based on their race, gender, disability, veteran status or other protected classification.*

EOE M/F/D/V

Visit <https://www.careers-mizunousa.com/jobs> to apply, or send your resume and cover letter to [mizunocareers@mizunousa.com](mailto:mizunocareers@mizunousa.com) and include the Job Title in the Subject line.