



# WE WANT YOU TO JOIN OUR TEAM

USTC Corp is redefining what a telecommunications equipment distributor and value-added service provider can be and do for our customers. We're a team of great people doing extraordinary work at the intersection of innovation and communication.

Join our diverse team of doers for:

- Competitive salary
- Comprehensive health benefits
- 3 weeks of Paid Time Off + 10 Company Holidays
- Family-oriented culture
- Work-life balance
- Career growth opportunities

**USTC** CORP.  
**WE'RE ALL IN**

For more information,  
visit [www.ustc-corp.com](http://www.ustc-corp.com)  
or email [jobs@ustc-corp.com](mailto:jobs@ustc-corp.com)  
to apply today!

# COME SEE WHY USTC CORP IS A GREAT PLACE TO WORK

USTC Corp is a leading one-stop shop for all materials, distribution, and supply chain management solutions for the broadband and telecommunications industry. But we're more than a distributor, we're a trusted partner for technical and logistics expertise. USTC Corp truly values the people who do the work and the work that they do. We take immense pride in our relationships with our valued employees, customers, and partners. Through constant growth, we're looking to build our team and capabilities, leading to exciting career opportunities across the U.S. and around the globe in Finance & Accounting, Business Analytics, Sales & Marketing, Human Resources, Operations, Procurement, and more! Join our diverse team of doers today.

## **ACCOUNTING ASSISTANT:**

We're looking for a full-time Accounting Assistant at our Headquarters in Edison, NJ. As a key member of our Finance and Accounting Department, you will support a variety of initiatives including payables, receivables, invoicing, and more!

### Responsibilities:

- Data entry of purchase orders and invoices
- Assisting with creating and placing purchase orders and accounts
- Payable, accounts receivable, and year-end audit requests
- Handling communication and follow-up with clients and vendors via phone and email
- Matching invoices and credit cards with purchase orders. Each invoice must match purchase order, invoice amount, payment terms, and get approvals by supervisor or managers
- Processing invoices, filing, and other duties as assigned

### Requirements:

- 1-2 years of accounting experience preferred
- PC experience in Windows environment: Proficiency in Excel, Word, and Sage
- Dedicated individual with initiative and the ability to work independently as well as with a team
- Must possess excellent communication skills, both written and verbal
- Must be detail-oriented and capable of multi-tasking large volumes of work
- Customer services and sales related experience is valuable

**Email [jobs@ustc-corp.com](mailto:jobs@ustc-corp.com) to apply today!**



USTC Corp is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected veteran status. We maintain a drug-free and smoke-free workplace.