### JOB DESCRIPTION

#### I. Position Identification

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Accounting Associate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Function</td>
<td>Accounting</td>
</tr>
<tr>
<td>Report to</td>
<td>Corporate Management Team General Manager</td>
</tr>
</tbody>
</table>

#### II. Job Purpose

Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices.

#### III. Key Accountabilities

- Analyze all outgoing payments periodically to satisfy company’s expectations of cost rationalization
- Manage accounts payable documentation
- Negotiate, generate, update, and organize all company vendor agreements and inter-company approvals to provide for global headquarters, auditors, and sales teams
- Interface with various vendors as necessary to deliver service to the company

#### IV. Level of Accountabilities

- Individual contributor
- Team player

#### V. Core Competencies

- Must be computer literate, especially Microsoft EXCEL
- Knowledge of ERP System(SAP) preferred
- Must be detail oriented

#### VI. Qualification

- A bachelor's degree required
- A bachelor's degree relevant to Accounting and Finance preferred
- General knowledge of accounting in corporate environment

Please send resumes to Mingun Cho at mcho@hankooktireusa.com