



## **Global Luxury Brand in NYC is seeking a STAFF ACCOUNTING ASSOCIATE to join their growing Corporate Office.**

The Staff Accounting Associate will serve as a key member of the Accounts Payable/Accounts Receivable team. This position reports directly to the Accounts Payable Manager.

### **About the Role**

The Staff Accounting Associate works to ensure that all assigned Accounting tasks pertaining to Accounts Receivable, Accounts Payable, Credit Card transactions, Purchasing Processes and varied administrative support tasks are successfully completed to the Company's standards of Excellence.

### **Responsibilities**

The Staff Accounting Associate is responsible for the following:

- Performing Verifications of Journal, Ledger, and other Records' Entries
- Administering the company's Purchasing Program including identifying new Procurement Categories
- Posting Journal, Ledger and other Records' Entries
- Filing Invoices, Documents & Reports
- Photocopying Invoices, Documents & Reports
- Organizing and saving daily AR/AP emails
- Manage Invoice work-flow process for approvals, timeliness, and accuracy
- Vendor creation and maintenance
- Prepare daily cash movement entries and prepare invoice and payment journals for daily bank activity
- Processing vendor invoices
- Submitting checks and vouchers for review and signature
- Managing ACH and Positive Pay FTP payment files to banks
- Preparing year end 1099 and 1096 forms as required by law
- Be able to identify use tax transactions when required
- Preparing monthly, quarterly, and year-end accrual schedules
- Preparing Journal Entries
- Assisting in month-end and year-end Closings as requested
- Assisting in special projects as assigned

## **Skills**

Basic understanding of accounting industry Principles and Best Practices

Written and oral communication skills

Relevant computer programs including MS Excel and Dynamics 365

Math skills

Superior organizational skills

Ability to learn and retain facts

Superior attention to detail

Travel best practices

Credit card administration

Purchase ordering

**Company offers competitive Benefits, Compensation, Bonus and Work/Life Balance.**