

STAFF ACCOUNTANT (US)

NET-A-PORTER is an established global Internet retailer of cutting edge luxury fashion labels, relied upon for its exceptional quality of service and eye for the next big thing. With an expanding domestic and global market, and revenues increasing month on month, we are now looking to add new revenue streams to the Group. This presents a fantastic opportunity to capitalise on our infrastructure and leverage our expertise to drive the business forward across multiple channels.

As such, we are seeking to strengthen our accounts payable team with the recruitment of an experienced Staff Accountant who will assist with the daily activities of our busy Finance department in the US.

Summary of day-to-day responsibilities

- Assist US Accounting Manager and Senior Accountant with daily activities of Finance department
 - Maintain and reconcile intercompany accounts
 - Update and reconcile fixed asset schedules
 - Upload bank activity and prepare monthly bank reconciliations
 - Prepare monthly expense accruals
 - Prepare monthly multi-state sales tax reports for submission
 - Reconcile various balance sheet accounts
 - Contribute to month-end closing duties
 - Special projects and account analyses as assigned by US Accounting Manager
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Essential Skills & Requirements

- Bachelor's degree in Accounting or Finance
- Minimum of 2 to 3 years experience in a similar role
- Good understanding of accounting principles
- Proficiency in Microsoft Office; intermediate Excel skills including pivot tables and v-lookups
- Well organized with high level of accuracy
- Proven ability to thrive in a fast-paced team environment and meet stringent deadlines
- Flexible and willing to adapt to the changing needs of a rapidly growing business
- Self motivated; able to take initiative to identify and solve problems
- Proactive and able to make recommendations to improve department processes

Hours: 37.5 hrs per week. Office hours, 8.30am to 5.00pm Monday to Friday. Additional hours may be required during month end closings and annual audit

Location: This job will initially be based in Long Island City, NY until late summer when the business will be moving to Mahwah, NJ

N E T - A - P O R T E R . C O M

To Apply

Please send us an updated CV/Resume and a cover letter explaining why you feel you are suited to NET-A-PORTER and this role. These should be emailed to jobs@net-a-porter.com

EOE M/F/D/V. Qualified females and minorities are encouraged to apply.