



Position Title: Staff Accountant

Position Type

Full-Time

Work Authorization

U.S Citizen or U.S. National, Permanent U.S. Resident

Description

The accountant position is responsible for processing payroll; helping with filing taxes; processing purchase orders and other miscellaneous tasks related to accounting along with handling various disbursements.

Essential Functions:

Daily imports to include retail consignment import, settlement import, wholesale journal import, and AR AP import, inventory revaluation report; Reconciliation of daily retail and consignment inventories to include inventory and cash adjustments as well as entering daily inventory revaluations; Reconciliation of inventory in transit and inventory in transit USD; Reconciliation of wholesale inventories to include the West Coast Vault, New York, Homeoffice Hedging, Homeoffice Orlando, and Los Angeles; Assistance with daily bank account reconciliations; Reconciliation of due on credit and due on debit cards; Reconciliation of American Express Travelers Cheques; Manage payments process to include customer wires and check processing; Communicate with co-workers, management, clients and others in a courteous and professional manner.; Conform with and abide by all regulations, policies, work procedures and instructions.; Assist in various month end closing process to include generation of commission reports, bank reconciliations, and other miscellaneous tasks; Other duties as assigned

Location

Orlando, FL

Desired Major(s)

Accounting Degree with 2+ years of Accounting Experience

Salary Level / Compensation Type

Discussed in Interview

How To Apply

Email your resume (PDF or Word Document) to Recruitment@ceifx.com

