



Accounting Clerk

Company Description:

LiveTrends Design Group is a design, marketing, and production company that specializes in unique home décor for the mass-markets in the USA and Canada. The LiveTrends brand is distributed at over 14,000 retail stores nationwide, and all of its products are designed and hand-crafted in the Orlando area. All LiveTrends products feature living components (succulents, air plants, cacti, etc.), which are artfully combined with trend-driven, creatively designed elements to make one-of-kind pieces of living art.

At LiveTrends our mission is bold but simple: to change how living décor is designed, sold and enjoyed...worldwide. Despite its youthful age of just 4 years, LiveTrends is becoming a household name in North America. Our products reach the homes of over 300,000 consumers each month, and the key to our success is our ability to create uniquely hand-made living décor at affordable prices and mass-market quantities. We also just received the honor of being listed **#256** on the national **Inc. 5000** list and **#3** on the Coolest **Inc. 5000** Products for 2017.

LiveTrends operates like a high fashion company: there are five full-time designers that work on trend forecasting, product development, and consumer testing. We have design and trend collaborators in many countries in Europe, including Denmark, Germany, and Belgium. As a result, LiveTrends designs over 150 innovative new products per year. We work on an 18-month forward product cycle, with heavy emphasis on trend forecast, home fashion, and consumer research.

LiveTrends' culture is extremely important to us. Every person on our team believes in our driving core values: Quality, Team, Passion, Speed, and Innovation. We view LiveTrends as a humble, fun, locally-crafted lifestyle brand with a national footprint. We currently employ 120 amazing people, and we are growing every day. Our products are available at Lowe's, Target, Wal-Mart, Home Depot, Costco, Publix, Whole Foods, Kroger, CVS, Amazon, and many other outstanding retailers in North America.

Accounting Clerk: Job Description

We are looking for an Accounting Clerk to provide support to the financial department by managing daily accounting tasks. You will be part of a team of professionals working to maintain order and transparency for the company's finances.

Preparing and entering A/P and A/R transactions are a large part of the Accounting Clerk's day-to-day work. The ideal candidate will be well-versed in general accounting principles and able to work comfortably with numbers and attention to detail.

The LiveTrends Brand promises are **Quality, Team, Passion, Speed, and Innovation**. These values are the driving factors that create the blue print for all positions at the company.

Responsibilities:

- Perform accounting and clerical functions to support supervisors and accounting personnel
- Research, track, and resolve accounting discrepancies
- Open and distribute mail
- Compile and sort invoices and checks
- Maintain vendor and customer records
- Accounts Payable
 - Three-way matching
 - Invoice entry
 - Weekly aging review and communication with vendors on payment status
- Accounts Receivable
 - Weekly aging review and communication with clients to ensure timely payments
 - Collections
 - New customer setup and credit application processing
 - Credit card payment processing
- Credit Card Reconciliation
- Assist with Use Tax and Fixed Asset reporting

Qualifications:

- Trustworthy and excellent communication skills
- Accuracy and attention to detail
- Proven accounting experience, preferably as an A/R Clerk or A/P Clerk

- Familiarity with basic accounting procedures
- Data entry and word processing skills
- Associates degree, relevant certification, or equivalent mix of education & experience preferred

Benefits:

- Competitive pay structure
- Matching 401k
- Medical insurance and additional health benefits
- Gym membership
- Paid time off and paid holidays throughout the calendar year
- Ability to learn, be creative, and deliver truly beautiful products to millions of consumers
- Through proven success, motivation, and team work, potential for growth and promotions within the organization

View us at:

www.livetrendsdesign.com
<https://www.facebook.com/livetrends/>
<https://vimeo.com/202395651>
<https://vimeo.com/156534745>
<https://vimeo.com/202393422>

LiveTrends is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors, or any other protected categories protected by federal, state, or local laws.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

LiveTrends does not accept unsolicited resumes from search firms or any other vendor services. Any unsolicited resumes will be considered property of LiveTrends and no fee will be paid in the event of a hire.