

About LiveTrends:

LiveTrends designs and produces living home decor enjoyed by millions of people around the world. Ranked by *Inc. Magazine* as one of America's fastest-growing companies, the LiveTrends brand is available at over 15,000 stores in the US and Canada, including retailers such as Target and Lowe's. All LiveTrends products feature living plants, succulents, or cacti - fashioned into pieces designed to feel right at home in any interior.

LiveTrends operates like a fashion brand, with full-time designers conducting trend forecasting, product development, and consumer testing on an 18-month product design cycle. In addition to its headquarters in Florida, LiveTrends has design and research collaborators in Europe, including Denmark, Germany, and Belgium. This enables LiveTrends to design over 300 unique products each year, on an 18-month forward product cycle, inspired by the latest trends in interior design and consumer behavior.

LiveTrends' vibrant and dynamic culture is evident in each product we create and every person and decision is driven by our core values: **Quality, Teamwork, Passion, Speed, and Innovation**. We are a local brand with a national footprint, and while we take our work seriously, we never forget to have fun doing it. We employ over 150 people and are seeking expand our team further with an ambitious and driven Staff Accountant.

Staff Accountant: Job Description

LiveTrends Design Group, LLC., is looking for an experienced, driven Staff Accountant for an immediate opening at an innovative, on-the-rise company. Attention to detail is critical, organized, able to maintain focus while handling multiple responsibilities in a fast pace environment. The Staff Accountant must be able to handle several projects at a time. This individual will ensure the timeliness and accuracy of all entries. The Staff Accountant must be able to knowledgeable in full cycle Accounting such as accounts payable and accounts receivable; inventory accounting and collections; and the accurate recording and payment of tax liabilities.

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. The Staff Accountant role is one of the most important representation of these values.

Responsibilities:

- Accounts Payable
 - Monthly A/P Aging reconciliation
 - Preparation of bills for entry (account coding, use tax calculations, 3-way matching)
 - Create item receipts or enter bills for BOLs/product received
 - Oversee W-9 Audit

- Prepare, process and distribute annual 1099 forms and filings
- Accounts Receivable Reconciliation
 - Monthly A/R Aging reconciliation
 - Weekly E-Commerce invoicing
 - Record daily payment receipts in QuickBooks
 - Oversee collection efforts
 - Monthly intercompany billing
 - Daily merchant service imports
 - Oversee internal Resale Tax Certificate audits
 - Submit daily deposits
- Credit Card Accounts
 - Weekly credit card transaction imports and coding
 - Monthly balance sheet account reconciliation
- Inventory
 - Oversee inventory assembly builds
 - Record cycle count adjustments
- Month-End close
 - Ensure all transaction have been entered and are coded correctly
 - Prepare financial report packet with workpapers for balance sheet and P&L accounts
- Corporate Tax support
 - Annual GST/HST filing
 - Annual property tax listing & depreciation schedule maintenance
 - Sales & Use Tax filings
 - Assisting CPA with documentation & information for Federal & State Returns)
- Prepare weekly and monthly scorecards
- Maintain and record Memorized Transactions
- Create and maintain SOPs
- Support management as needed with audits, projects, special reports, etc.

Requirements and Qualifications:

- Proven experience as a Staff Accountant
- A thorough understanding of GAAP standards and regulations
- Excellent knowledge of accounting and financial processes (budgeting, reporting, financial closure, etc.)
- Working knowledge of MS Office and SAP Business One required
- Excellent verbal and written communications skills. Strong Excel skills
- A demonstrated curiosity about all aspects of the Company's operations A willingness to question current processes and assumptions, work in new areas, and develop new skills

- Ability to work on multiple projects at once
- BS/BA in Accounting, Finance or relevant field is required
- SAP Business One experience is required

Benefits:

- Competitive pay structure
- Matching 401k
- Medical insurance and additional health benefits
- 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

To Apply: <https://recruiting.paylocity.com/recruiting/jobs/Apply/72814/Livetrends-Design-Group-LLC/Staff-Accountant>

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.