



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. Our three main Brands (LiveTrends, Urban Jungle and BeYou) are distributed at over 16,000 retail stores nationwide, and all its products are designed and hand-crafted in the Orlando area. All LiveTrends products feature living components (foliage, air plants, succulents, cacti, etc.), which are artfully combined with trend-driven, creatively designed elements to make one-of-kind pieces of living art.

Even though we are only 7 years old, we currently employ over 250+ amazing people, and we are growing every day. Our products are available at Lowe's, Target, Publix, Wal-Mart, Home Depot, Costco, Whole Foods, Kroger, Amazon, and many other outstanding retailers in North America.

LiveTrends Design Group, LLC., is looking for an experienced, driven Accounts Payable Manager for an immediate opening. The position is responsible for the supervision of the Accounts Payable process, invoice and expense reports record maintenance, coordination of new AP initiatives, assessment of AP internal controls and develop recommendations for modifications to existing policies and procedures. This role is responsible for primary and secondary approval of invoices, vendor and departmental inquires, staff productivity and AP related projects as directed by the Assistant Controller.

The **Accounts Payable Manager** will supervise a staff of three and report directly to the Assistant Controller. In addition, due to the rapid growth of LiveTrends Design Group, there are likely to be opportunities to be involved in a wide range of special projects.

#### **Responsibilities:**

- Review and approval of AP invoices entered to assure accurate GL coding.
- Identify and resolve any vendor invoice discrepancies in coordination with internal divisions.
- Direction and development of AP team members.
- Setup and maintenance of vendor records.
- Monitor accounts payable balances to identify issues attributing to account delinquency.
- Assist with month-end close as it pertains to Accounts Payable reconciliation.
- Process weekly check and wire payments as proposed by the Assistant Controller.
- Quarterly vendor audits and preparation of annual 1099's for all appropriate vendors.

#### **Requirements and Qualifications:**

- Proven experience as an Accounts Payable Manager or Supervisor.
- SAP (preferably Business One) experience is required.
- Thorough knowledge of accounting and financial processes and GL account structure.
- Excellent verbal and written communications skills. Strong Excel skills are necessary.
- A demonstrated curiosity about all aspects of the Company's operations. A willingness to question current processes and assumptions, offer suggestions for improvements, and initiative to develop new skills.
- Ability to work on multiple projects at once.
- BS/BA in Accounting, Finance or relevant field is required.
- 3-5+ years of experience in accounting, and related AP supervisory/management experience.

**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 teamwork, potential for growth and promotions within the organization

**Performance Requirements:**

- Full Time
- Schedule may fluctuate based on departmental and period closing requirements.
- Observance of all company Policies and Procedures.
- Physical demands include light work, prolonged walking and/or standing along with the occasional exertion of up to 25lbs of force.

To Apply: <https://recruiting.paylocity.com/recruiting/jobs/Apply/401791/Livetrends-Design-Group-LLC/Accounts-Payable-Manager>

**View us at:**

[www.livetrendsdesign.com](http://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.

**Disclaimer: We do not advertise, recruit nor hire via Google Hangout. We do not request confidential information via email.**