



About LiveTrends:

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 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 partner offices in Europe and Asia. This enables LiveTrends to design over 400 unique product collections each year.

LiveTrends feels humble, just like a local brand, but it carries a wide international footprint. And while all of us at LiveTrends take our work seriously, we never forget to have fun doing it. LiveTrends was built on five specific Core Values: Creativity in Everything, Achieve the Impossible, Craving for Excellence, Passion for Life, and Team as Family. All of us at LiveTrends genuinely associate with and live these values.

LiveTrends Creative Ambience:

Our culture is based on collaboration, accountability, empowerment and continuous learning. If you step into LiveTrends office, you will immediately feel it: you are welcomed by the pleasant smell of natural wood (we are in a refurbished old building that is covered with natural cedar), open collaborative spaces, 3D printers, good music, jungles of live plants, exciting projects in incubation, creative people...and of course, our own office dog named Ralph. The huge, open plan studios invite collaborative creative work, and you'll hear accents from all corners of the globe – diversity is big for us and we love it here that way.

Our office is just a few steps away from our assembly center. You can take a short walk and see how hundreds of design ideas, which were initiated many months before, are finally taking life in the hands of 120 assembly artisans.

It is also very rewarding to take a walk to the nearest Target, Publix or Lowe's and see how thousands of people interact and enjoy the LiveTrends products. Currently, we reach the homes of 200,000 people each week and we have plans to reach a lot more in the next few years.

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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.

LiveTrends Design Group, LLC., is looking for an experienced, driven **Accounts Receivable Analyst** for an immediate opening. The accounts receivable analyst keeps track of the ability of the organization to collect on outstanding invoices. This person will assume responsibility of various tasks as they relate to billing, customer payment application, and collections on past due balances.

The Accounts Receivable Analyst's role also entails researching missing and unresolved payment issues. He/she will communicate internally with the sales team and maintain a positive and ongoing relationship with customers to investigate reasons for missing account records and seek ways to ensure that actions are immediately taken to bring all account information current. He/she will maintain a close and careful watch on credit sales and discounted purchases. The analyst may make recommendations for changes to be made to customer credit limits and payment terms based on payment history.

The **Accounts Receivable Analyst** will 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:

- Customer invoicing and credit issuance
- Customer payment application
- Perform timely collections on past due balances as needed
- Maintain a 2% or less balance of past due receivables as they relate to the overall AR balance
- Work to proactively maintain as DSO of 30 or less
- Provide weekly AR aging and collections reports to Assistant Controller
- Provide detailed support for unapplied or unreconciled payments
- Customer invoice and payment issue resolution
- Creation and maintenance of customer cards in SAP
- Quarterly resale certificate audit
- Build and maintain positive relationships with sales team and customers
- Curate and publish daily sales and revenue reports for the sales team
- Employ good time management processes to adhere to established month-end deadlines

Requirements and Qualifications:

- Proven experience as an Accounts Receivable Analyst.
- SAP (preferably Business One) experience is required.
- Intermediate to Advanced Excel skills
- Degree in Accounting, Finance, Business Administration, or equivalent
- Proficiency in Accounting and the ability assist the department with various projects
- Enthusiasm and involvement in improving business processes
- Ability to stay focused on tasks for long periods of time while also prioritizing urgent requests
- Ability to offer innovative solutions and meet project deadlines
- Eloquence in communication, both verbal and written
- Ability to work with minimal oversight to accuracy and timeliness of work

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.

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

To Apply: <https://recruiting.paylocity.com/recruiting/jobs/Apply/414840/Livetrends-Design-Group-LLC/Accounts-Receivable-Analyst>

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.

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