

STAFF ACCOUNTANT

New York

The Staff Accountant is a critical member of the Finance team responsible for ensuring that all financial data is in compliance with all financial policies and US GAAP. He/she will be responsible for all day-to-day accounting functions, month end close reconciliations and audit preparation for Phillips Auctioneers LLC and Phillips Fine Watches and their immediate subsidiaries/locations.

Duties and Responsibilities

- Perform general day to day accounting functions for the Phillips Auctioneers LLC entities (PAL UK and its subsidiaries).
 - Perform month end balance sheet reconciliations, fixed asset depreciation, prepaid and accrual entries.
 - Review Finance Accounts Payable invoices for correct GL coding
 - Provide support and guidance to AP Specialists and Client Accounting.
 - Ensure all vendors are paid on time and in accordance with cash flow approvals
 - Assist with corporate credit card and global expense pay system (Concur) ensuring all expenses comply with audit rules and global T&E policy
 - Assist as needed in compiling documentation for audits and corporate tax preparation
 - Assist and entry of Finance Accounts Payable invoices and payments as needed.
 - Assist Accounting Manager on day-to-day tasks and projects as needed
 - Perform any other ad-hoc duties as requested
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Professional Skills and Experience

- Must possess 5+ years of experience in accounting, finance, auditing, or a related field within the private sector in for-profit enterprises
 - Understanding of US GAAP
 - Advanced MS Excel skills including Vlookups and pivot tables
 - Experienced in foreign currency and working within a global company.
 - Experienced with all general ledger functions and the month-end/year-end close process
 - Hands-on experience with accounting software packages, like NetSuite and other ERP systems.
 - Proven ability to work both independently and collaboratively with different levels of employees.
 - Ability to track multiple work streams, prioritize work and ensure deadlines are met
 - Ability to organize and plan ahead
 - Meticulous attention to detail
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Education and Training

- Bachelor's Degree in accounting or Finance required
- Proven ability to manage multiple projects simultaneously and deliver high quality results
- Ability to interpret and apply applicable laws, accounting policies and procedures

Working Conditions

- Work is primarily undertaken remotely from our 432 Park Avenue New York location until further notice

Please submit your resume and cover letter to Careersus@Phillips.com. Please use the subject header "Staff Accountant". Please be advised: due to the high volume of applicants, we are only able to contact those candidates whose skills and backgrounds best fit the needs of the open position. 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.