

Posted 04 May 2022

PAYROLL & TAX ACCOUNTING ASSISTANT

New York

The Payroll & Tax Accounting Assistant is a member of the Finance team who ensures all payroll and tax filing transactions are properly recorded in the financial system.

Duties and Responsibilities

- Assist with recording payroll journal entries in the accounting system and updating Excel spreadsheets
 - Assist with importing payroll documents into BambooHR
 - Assist with data verification of sales and taxes for monthly and quarterly tax filings in US, UK, HK and Switzerland
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Professional Skills and Experience

- 1+ years prior business experience preferably in accounting.
 - Excellent interpersonal and communication skills (written and verbal), required
 - Working knowledge of and experience with Excel, required
 - Strong organizational skills, attention to detail, preferred
 - Working knowledge of and experience with NetSuite, required
 - Experience with MS Office Suite and Outlook, required
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Education and Training

- Bachelor's Degree or equivalent work experience, required
 - Bachelor's Degree in Finance/Accounting, preferred
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Personal Attributes

- Excellent interpersonal and communication skills (written and verbal) with the ability to work professionally and responsibly with clients and all areas within the business
 - Adept at learning customized computer systems (e.g., NetSuite)
 - Detail-oriented with analytical and problem-solving skills
 - Proactive with excellent organizational skills
 - High degree of time and resource management skills with the ability to work in a high-volume, deadline-driven environment
 - Ability to deal effectively and efficiently with multiple tasks
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Working Conditions

- Work is currently performed remotely in line with health advisories
- Must be able to return to office location upon reasonable notice if/when business needs require.

- Flexibility to work evenings as necessary as well as auctions or special events
- Newly hired staff must be fully vaccinated by their start date. Applicants unable to comply with this policy due to an underlying medical condition or sincerely held religious belief may be eligible for an accommodation, unless such an accommodation would be unduly burdensome or present a direct threat to the applicant, our employees, or the members of our greater community.

Please submit your resume and cover letter to Careersus@Phillips.com. Please use the subject header "Payroll & Tax Accounting Assistant". 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.