



Junior Accountant

Company: Trend Nation, LLC www.TrendNation.com

Location: Las Vegas, NV

Industry: ecommerce

Company Overview: Trend Nation is a fast-growing company that owns and operates 3 niche e-commerce websites and excels on marketplace platforms including Amazon.com. With over 3,000 products and thousands of customers worldwide, Trend Nation is a fun, fast-paced work environment that recognizes its employees with monthly teambuilding activities, regular company-wide celebrations, and a comprehensive benefits package.

Position Overview

- Prepare and submit invoices to customers.
- Assist in calculation of invoices per contractual agreements.
- Run customer credit cards and post payments in QuickBooks.
- Process and post Accounts Payable invoices, cut checks, and communicate with vendors.
- Post bank and credit card transactions and reconcile accounts.
- Assist with the monthly close process, including posting journal entries and reconciling accounts.
- Process company payroll and assist in benefit administration.
- Maintains and stores records of personnel records
- Calculate and post commissions payments to staff.
- Process annual 1099's, property tax returns, etc.
- Order and maintain office and kitchen supplies.
- Understand chart of accounts and financial statements.
- Complete administrative tasks as requested.

Minimum Qualifications:

- Associate's Degree from an accredited institution.
- Two to five years accounting experience required.
- Some Human Resources experience preferred.
- General ledger, accounts payable, accounts receivable and analytical experience required along with general math and problem solving skills.
- Must be detail oriented, exercise confidentiality, and meet required deadlines.
- Must have strong written and verbal communication skills and be well organized
- Must be proficient in MS Excel, Word, Google Mail, and QuickBooks.
- Will need to be able to pass a background check.
- Supportive employee looking to grow with the company

Compensation: Depending on Qualifications - \$40k – \$50k

How to Apply:

Submit your cover letter and resume via email to: Jobs@TrendNation.com.

Please be sure to include Junior Accountant in the Subject line of the email.