



Accounts Payable Specialist

Company: Trend Nation, LLC www.TrendNation.com

Location: Las Vegas, NV - Semi remote, will need to be in office a minimum of two days a week.

Company Overview:

Founded in 2007, Trend Nation is a multi-brand e-commerce platform that has developed over eight leading multi-million-dollar private label consumer brands. We began as an exclusive Amazon retail partner for popular brands including Tommy Hilfiger, Tumi, and Calvin Klein and have since established ourselves amongst the most experienced sellers of private label consumer goods on marketplaces including Amazon, Walmart, and Target.

Building on our track record of successful brand development and funded by tech entrepreneurs who have created billion-dollar enterprises, Trend Nation is gearing up to rapidly gain share in the Amazon marketplace. We are seeking an ambitious, creative, and results-driven individual to join our team. This is an exciting and challenging role for the right candidate and is a unique opportunity to be involved in a fast-growing company.

Trend Nation is a fast-growing e-commerce retailer that owns and operates numerous niche e-commerce brands and excels on marketplace platforms including Amazon, Target, eBay and Walmart. Our two largest product assortments are spread between clothing and accessory items and patio lawn and garden products. Over the past decade the company has been recognized as one of the top Amazon & Walmart private label marketplace partners. Our passion is bringing fun and functional products to life and delighting our customers with great value. With over 2,000 products and over 5 million delighted customers, 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:

- Obtain proper approval on all invoices for payment.
- Input Accounts Payable invoices including inventory and non-inventory payables.
- Prepare and process weekly check, ACH, and credit card payments to vendors.
- Communicate with vendors to resolve disputes and reconcile account balances.
- Post bank and credit card transactions and reconcile accounts at month end.
- Complete basic month end reconciliations and journal entries, such as prepaids, and fixed assets.
- Pull and confirm various month end reports.
- Understand chart of accounts and financial statements.
- Perform administrative tasks as requested.
 - Researching and booking travel for the CEO.
 - General office management tasks (towing, handling vandalism, coordinating office vendors, etc).
 - Order and maintain office and kitchen supplies.
 - Receiving, sorting, and distributing incoming mail.
 - Maintain A/P and Vendor files, including W-9 forms and contracts.
- Support the Controller as needed to meet leadership team objectives.
- Other duties as assigned.
- Live Trend Nation's core values, including joining the Ambassador team to help plan fun events for the company.
- Test products, including wearable items, and provide feedback to any department requesting it.

Preferred Qualifications

- High School diploma or equivalent required
- 2+ years relevant experience required
- Associates Degree for Accounting in progress or completed preferred
- Well versed in coding of invoices and GL posting

- Ability to work in fast-paced, changing business environment
- Proficient in Microsoft Office Excel and Word
- Ability to multi-task and work independently
- Must be detail oriented and highly organized
- Must have strong Problem Skills
- Ability to communicate effectively and assertively both verbally and in writing with staff and vendors.
- Perform all assigned work, tasks, or projects efficiently, accurately, and on schedule to ensure due dates are met

Compensation:

- \$18.00 - \$22.00, depending on experience
- 401k match, bonus program, medical and dental insurance reimbursement and many more benefits

How to Apply:

Submit your cover letter and resume via email to: Jobs@TrendNation.com. Please be sure to include Accounts Payable Specialist