### **Job details** Belle Elle Couture strives to be the global leader of fresh fashion and the icon for humanitarian efforts in our industry. We’re looking for a senior accountant with several years of experience in accounts payable. Must be willing to work in a fast-paced, dynamic environment that is rapidly expanding. Must also be flexible, highly organized, and accustomed to working with a large team.

### **About the company** Belle Elle Couture is leading the way in modern fashion that does good for the world. We’re a fashion house founded in 2015 that specializes in sustainable, fair-trade clothing in partnership with Cedar House Fabrics, Riri, Mood, and more. We exclusively hire recent graduates from design schools across the country to give young artists a chance to share their art with the world, which ensures our brand is never outdated. We’re dedicated, creative, and passionate about fashion, the environment, and the community. Belle Elle creates better fashion that creates a better world.

### **Role**

* Collaborate with suppliers to process invoices
* Organize and verify invoices against the purchases made
* Update accounts payable and vendor records as needed
* Prepare invoices/reports for clients
* Resolve any invoice discrepancies
* Review accounts payable weekly to ensure payments are on time
* Pay expenses using ACH before the due date set by vendor
* Notify all vendors of payment
* File payment records
* Respond to vendor questions in a timely manner
* Review ACH operating rules monthly to ensure payments transfer on time
* Assist with annual audits as needed
* Complete specialized reports as required
* Complete other accounting tasks as required

### **Benefits**

* $50–70k salary with opportunities for promotion
* Health insurance
* Dental insurance
* Vision insurance
* 401(k)
* Paid time off
* Travel reimbursement

### **Qualifications**

* B.S. in Accounting, Finance, or Economics
* CPA, CFA, or CMA required
* Minimum 3 years of accounting experience with a thorough understanding of accounts payable
* Thorough understanding of GAAP, ERP, and FASB standards
* Experienced using QuickBooks
* Intermediate experience with Microsoft Word, Excel, and PowerPoint
* Highly organized and excellent at time management
* Multi-tasker who can work with a high volume of transactions for different accounts