

JOB POSTING – ACCOUNTING ADMINISTRATIVE ASSISTANT II

JOB SUMMARY:

Accounting Administrative Assistant II will be a key member of the Accounting Team and will be responsible for Prepaid Expenses, Accrued Expenses, financial reporting/fluxes, and participating in special projects within the Accounting Team. The Accounting Administrative Assistant II will assist the Controller with the preparation of financial statements, GL, P&L, balance sheets, account reconciliation, journal entries, etc. Accounting Administrative Assistant II will provide accurate entries to the Daily General Ledger/AR/AP functions and assists with the month-end and year-end close processes. The Accounting Administrative Assistant II will support the processes to provide business essential, cost-effective, charge-back services to Wildberries Marketplace. The Accounting Administrative Assistant II will provide general accounting services and ensure that all financial data is recorded accurately and on time within Generally Accepted Accounting Principles (GAAP).

ESSENTIAL FUNCTIONS:

- Verifies, processes, and posts details of stores transactions including general ledger and accounts payable entries;
- Execute a Monthly Close of General Ledger for Wildberries;
- Maintain the close schedule;
- Prepare journal entries - including recurring entries - for Month End Close. Make materiality decisions on close entries;
- Analyze, generate and process entries needed to adjust or reallocate expenses
- Prepare, review and/or post billing forms;
- Maintain well-documented work papers for journal entries and account reconciliations. As part of the reconciliation process, review the reasonableness of balance sheet and income statement accounts in order to determine that all necessary entries have been recorded;
- Assist in reviewing or preparing ancillary audit schedules, audit footnotes, tax schedules, and tax forms;
- Research and resolve accounting transaction questions and other customer issues in an agreed upon timeframe. Strive to satisfy customers while minimizing referrals to management;
- Maintain checklist and other logs to ensure completeness in financials;
- Support and act as back-up to other team functions;
- Monitor the tracking of company assets and notify management of discrepancies when found;
- Perform any related financial, accounting, purchasing, or duties that may be assigned;
- Verify information on financial statements, invoices, receipts, and other documents;
- Assist with monitoring and reconciling accounts;
- Assist in bank reconciliation for multiple accounts;
- Handles cash and credit card receipts, makes bank deposits and reconciles accounts;
- Reconciles bank statements, and closes accounts for month/year;
- Assists the Controller in monitoring department budgets;
- Develops, maintains and promotes positive and professional relationships with Team Members, Board Members, vendors, contractors, media, and the general public; and
- Performs duties as needed to support Wildberries Marketplace operations and management team as requested.