



Accountant

Remezcla is a rapidly-growing digital media company covering lifestyle and culture for Latino millennials. What began as a small blog in 2006 is now a thriving entertainment brand with millions of readers, and we are now seeking an **Accountant** to form part of our full-time team.

The **Accountant** will contribute to all aspects of the day-to-day accounting operations, including month-end and quarterly close responsibilities. The position requires a positive attitude, tremendous initiative, collaborative leadership and the ability to deliver exceptional service to our internal employees. This position reports into the Director of Accounting and will work closely with Revenue team. The responsibilities listed are not all inclusive and additional duties may be assigned.

RESPONSIBILITIES

- Manage the daily accounting activities of the company in Quickbooks, including but not limited to preparation of Clients' billing and invoicing, entering all expenses into the GL system, and bank reconciliations on a daily basis.
- Prepare and execute payroll using Intuit.
- Cross function-work with sales & account management teams on weekly budget trackers.
- Obtain, maintain and communicate accurate accruals while documenting and monitoring monthly activity.
- Prepare and coordinate the reconciliation of accounts and financial statements.
- Prepare the necessary financial reporting schedules.
- Maintain all documentation digitally and in binders as needed.
- Manage special projects and provide administrative support, as assigned..

MANAGEMENT SKILLS

- Ability to work effectively with cross functional groups. Develop critical relationships within the company.
- Clear writing and communication skills with peers and management.
- Clear communication with outside vendors and client finance departments.
- Ability to work under pressure and meet deadlines, work within a team environment and company culture, and willingness to work overtime as needed.
- Self-motivated, self-starter, committed, and ability to manage many projects to achieve objectives.
- Ability to evaluate processes and recommend and implement more efficient practices and procedures.

REQUIREMENTS

- Bachelor's degree or equivalent experience in accounting or finance related discipline.
- 3+ years of experience in Accounting and Finance.
- Strong understanding of US GAAP and partnership accounting is essential.
- Excellent skills and extensive knowledge with QuickBooks Enterprise.
- In-depth understanding of accounting and finance issues to critically review financial results, account analysis, and coordinate financial activities within Group and company-wide, as needed.
- Excellent customer service, oral and written communication, and diplomacy.
- Experience working within a multicultural working environment.
- Experience working within a fast-paced environment, with multiple priorities and deadlines.
- Excellent organizational and analytical skills.
- Must be able to work from offices in East Williamsburg, Brooklyn.



CONTACT

Email your resume and samples of work to jobs@remezcla.com (write "**Accountant**" in subject line) and tell us briefly about yourself and why you're interested in the position.

ABOUT REMEZCLA

Remezcla is the only Hispanic media company in the U.S. that has cultivated an organic, grassroots appeal with Hispanic millennials. Our unique publisher, entertainment, and agency platform provides digital and on-the-ground solutions for both audiences and advertisers. For more information visit www.remezcla.com

***Remezcla is an equal opportunity employer, offering a great work environment, challenging career opportunities, professional training and competitive compensation.**