



WASSERMAN

The Company

Wasserman is a culture-centric agency, serving the best brands and properties in the world. We use culture to solve challenges and create new opportunities for our clients. Wasserman creates new connections between brands, properties and consumers every day through our extensive knowledge and relationships across sports, music, entertainment, fashion, and lifestyle. From straightforward sponsorship evaluation and strategic thought leadership to complex deal negotiation and detailed ROI measurement, Wasserman assesses challenges and delivers measurable solutions tailored to our clients' specific objectives.

The Opportunity: Staff Accountant

Responsible for assisting the Accounting Department in their efforts to accomplish the Company's goals and objectives by providing accounting and financial support. This includes preparation and recording of various journal entries, preparation of monthly accounting reconciliations and providing other financial, clerical and administrative services to ensure efficient, timely and accurate receipt of payment of accounts.

Duties



- Prepares and posts customer invoices and credit/debit memos in the accounting software system ensuring careful accuracy and precision
- Analyze contracts to determine proper billing schedule
- Reconciles payments received with issued invoices and general ledger reconciliation
- Monitors customer account details for non-payments, delayed payments and other irregularities
- Ensures that all account balances are paid and continually work on resolving amounts owed by contacting delinquent customers via phone and email to secure payment
- Actively participates in month-end close processes, booking journal entries and providing appropriate detail level review and analysis
- Assist in month-end reconciliation and roll-forward of balance sheet accounts
- Records all transfers and automatic withdrawals for all bank accounts into accounting software (NetSuite)
- Assists with year-end financial and other audits as required
- Ensures accurate and timely reporting of financial results, and undertakes special projects as requested
- Contributed to a team effort by accomplishing related results as needed

Skills and Qualifications



- Minimum Associates Degree in Accounting/Finance, preferred
- Knowledge of standard bookkeeping/ accounting practices.
- 1+ years accounting experience
- General knowledge of U.S GAAP preferred, demonstrating comprehensive accounting and technical skills
- Ability to manage and analyze financial data
- Strong customer service skills and attention to detail
- Ability to work independently in a fast-paced environment and to manage multiple priorities and strict deadlines
- Highly organized and detail oriented
- Well-developed analytical and problem solving and communication skills
- Ability to exercise judgement in complex and new situations.
- Proficient with Microsoft Office applications; specifically advanced features of Excel
- Please apply for this opportunity via the Wasserman Career Board:
<https://recruiting.ultipro.com/WAS1008/JobBoard/594494f0-e5c2-b859-d67b-13c874aec827/OpportunityDetail?opportunityId=547eef90-6e80-4ed4-aa57-c232fed8042d>

Wasserman Media Group LLC is committed to operating fair and unbiased recruitment procedures allowing all applicants an equal opportunity for employment, free from discrimination on the basis of religion, race, sex, age, sexual orientation, disability, color, ethnic or national origin or any other classification as may be protected by applicable law. We aim to recruit the right people for the jobs we have to offer, and to assess applications on the basis of relevant skills, education and experience.