

PACE

Pace gallery is seeking a passionate and experienced **Cash Management Accountant** to join our Accounting & Finance team. The Cash Management Accountant will be responsible for supporting the Accounting Director in managing the gallery's banking platforms, debt, global cash position, payment process, sales collections, and monitoring AR Aging. This role will collaborate closely with the Sales Accounting team and our Dealer Offices.

This position is ideal for a candidate who is thorough, positive, hardworking, and who takes pride in their work. Qualified candidates should be highly personable, motivated, and responsible and can take initiative to perform multiple tasks under pressure while maintaining flexibility, a positive attitude, and patience.

Responsibilities

- Monitor and manage daily cash position for each region.
- Prepare weekly cash position report for US region and review non-US regions' cash needs.
- Oversee bank administration and managing banking platforms.
- Assess funding needs and prepare appropriate transactions.
- Assist with preparing regulatory reporting – FBAR, FATCA, etc.
- Resolve foreign exchange issues and monitor FX exposure.
- Point of contact on banking issues for the regions and other gallery functional areas.
- Identify and implement processes and controls to ensure compliance with SOX controls and fraud prevention protocols.
- Analyze bank account structure and banking fees to ensure best practices are followed and fees are minimized.
- Manage/Create credit agreement covenant and compliance requirements, including monthly borrowing base report.
- Monitor bank loans and ensure payments remain current.
- Create process to monitor sales collections with a close integration with Sales Accounting team. Keep AR aging current.
- Partner with the AP Manager on weekly payment runs.
- Perform various account reconciliations.
- Assist with special projects and deliverables as needed.

Qualifications

- BA Degree in Accounting is required or of equivalent experience.
- 3-5 years of solid experience in accounting with bank and cash management.
- Prior experience with banking platforms and bank administration.
- Strong understanding of accounting principles.
- Must have the ability to set priorities for a challenging workload, adhere to deadlines, and be extremely detailed oriented.
- Excellent MS Office skills (Word, Excel, PowerPoint) required.
- Experience with Microsoft Great Plains a plus.
- Excellent communication and interpersonal skills.
- Must demonstrate ability to collaborate and build consensus.

This position is based at our Midtown New York office with a Monday through Friday schedule. In addition to a dynamic and progressive work environment, we offer a competitive benefits package, including medical, dental and vision insurance, retirement plans with a company match, flexible spending accounts, and commuter benefits. We encourage a healthy work/life balance and offer a generous vacation policy.

To apply for this position please submit a cover letter and resume to jobs@pacegallery.com, with 'Cash Management Accountant,' in the subject line.

Pace is proud to be an equal opportunity employer and will consider all qualified applicants regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or expression, Veteran status, or any other legally protected status.

Position posted on 12/05/2017