

PACE

Pace Gallery is seeking a full-time **Accounts Payable Coordinator** for our New York based office. The AP Coordinator will report to the Accounting Manager and will be a vital member of a collaborative accounting team in which they will be responsible for the accounts payable and travel expense functions for the US, and its subsidiary, galleries, including both vendor payments and sales related settlement payments.

Our ideal candidate is a self-starter, a quick learner, and an excellent communicator who enjoys collaborating with fellow coworkers and strategizing exciting new ways to update processes to maximize output and productivity. We hope that you will consider joining our dynamic and growing team of accounting professionals.

Responsibilities

- Manage and process full cycle payables functions including but not limited to:
 - Audit of vendor invoices; perform research as necessary to ensure accuracy and approval; code and input of vendor invoices to the payables module.
 - Coordinate with Sale Accounting for consignment and artist payments.
 - Assist Accounting Manager with preparation of weekly payables batches; coordinate with cash management for funding.
 - Process and distribute checks, ACHs and wires.
- Respond to external and internal queries timely and coordinate additional communications as needed to resolve outstanding questions.
- Communicate with bank and vendors, as necessary, to resolve payment issues.
- Proactively communicate with internal management and vendors regarding inquiries with invoices and aging statements.
- Assist with reconciliation of all AP sub-ledgers during month end close, actively participate in the month-end closing process by posting journal entries, preparing account analyses, balance sheet account reconciliations, and accruals management.
- Track, reconcile and allocate expense reports from credit card spending and obtain supporting documents.
- Communicate with Sales staff to ensure Art Retail and Artist payments are approved and remitted accurately.
- Assist in quarterly reviews and year end audits.
- Prepare 1099s and assist with additional projects as needed.

Qualifications

- Bachelor's Degree in Accounting and/or related field of study.
- 2-4 years' of continuous and recent experience in an accounts payable or accounting role.
- Be able to demonstrate ownership and accountability in your job performance.
- Experience with Microsoft Dynamics Great Plains, preferred; Proficiency in Microsoft Office: Excel, Word and Outlook is a must.
- Display team player attitude and ability to foster working relationships with all levels of management.
- Excellent communication skills: both written and spoken.
- Self-motivated and effective time management skills.
- Ability to work well in fast-paced, deadline-driven environment.

This position is based at our Midtown New York offices 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 'AP Coordinator,' 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 12/22/2017