



Job Title: Accounting Support Specialist

Job Summary:

PQ Swim seeks a detail-oriented and proactive individual for a long-term, full-time position supporting our company's growth. The ideal candidate will excel in multitasking, possess outstanding communication skills, and exhibit a strong customer service orientation. This role involves providing clerical and administrative support, particularly in the areas of data entry, and transaction validation for both Accounts Receivable (AR) and Accounts Payable (AP) functions.

Responsibilities:

Accounting:

- Review intercompany invoices for accuracy, matching inventory receipts, and system input.
- Communicate discrepancies with the production team at our swimwear production facility in Colombia.
- Ensure all standard costs are accurately reflected in the system when processing inventory invoices.
- Manage the Corporate credit card program, including receipt matching, GL coding, and auditing expenses related to production.
- Audit Partner Expense Accounts to ensure compliance with reporting requirements, particularly regarding production costs.
- Maintain an overall understanding of the accounting general ledger and assist in month-end closing processes.
- Process computer data and generate reports, maintaining financial filing systems.

AP/AR:

- Process and track vendor invoices and credit card statements, ensuring accuracy and completeness.
- Obtain appropriate approvals and code expenses in GL accounts.
- Perform data entry into the ERP system.

- Reconcile bank accounts and credit card clearing accounts for web and wholesale transactions.
- Handle cash deposits and credit card receipt entries into the ERP.

Qualifications:

- Associate degree in accounting or related discipline; Minimum 2 years of related accounting experience, or equivalent work experience.
- Excellent interpersonal, written, and analytical skills.
- Strong computer skills, particularly in Excel.
- Detail-oriented and organized with the ability to manage large amounts of information.
- Proactive with a sense of urgency and the ability to work independently.
- Willingness to learn and adapt to change.
- Positive attitude and strong work ethic.

Benefits

- PQ offers competitive benefit options such as health, dental, vision & life insurance plans, a 401K plan, fully vested employer match and generous time-off benefits.
- WFH on Friday's
- Employee discount on all products
- A progressive company culture

Compensation:

- Competitive within market and dependent on experience and skillset

To apply for this role, please email cover letter and resume to: HR@pqswim.com