



This is an extraordinary opportunity for the right candidate to contribute meaningfully as we build the first digitally native sport lifestyle brand. Our Staff Accountant will play a key role in the growth of PLAE globally, as well as within our accounting team.

You will be responsible for executing the day-to-day accounting activities needed to support PLAE's rapid growth in all markets and channels. This job reports into the Senior Director of Finance & Accounting.

The ideal candidate is incredibly organized and responsible, yet flexible in responding to the business needs. You are an accounting rock star. This job is part hard-core transaction and part process improvement as we'll look to you to advance and automate processes as we continue to grow.

Like all members of the PLAE team, you need to embrace and be a champion of PLAE's values including achieving big things, demonstrating the highest level of respect and integrity, teamwork, and having fun.

## RESPONSIBILITIES

### General:

- With your accounting team, support the execution of month and quarter-end financial close activities
- Execute all day to day accounting activities, such as accounts payable, accounts receivable, and expense reimbursements
- Interface with personnel across all function to ensure transactions are accurately reflected
- Serve your internal customers as a business partner and payable/receivables subject matter expert

### Accounting:

- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- Review all invoices for documentation and approval prior to payment
- Prioritize invoices according to payment terms and discount potential
- Audit and process credit card bills
- 1099 maintenance
- Respond to all vendor inquiries
- Reconcile vendor statements, research and correct discrepancies
- Process and reconcile incoming payments
- Send customer statements, reminders, and assist with resolution of billing inquiries
- Advise on customer payment terms and history
- Assist with a variety of accounting projects as needed

plae, inc.  
220 montgomery street  
suite 860  
san francisco  
california 94104

hello@goplae.com  
800 931-PLAE office

goplae facebook  
www.goplae.com



## DESIRED SKILL & EXPERIENCE

- 2+ years relevant industry experience owning the accounts payable, receivable, or general accounting activities, ideally in an inventory based, multi channel, (B2B and B2C) business
- Knowledge of collections, best practices in streamlining AP, AR, budgeting, expense reporting a plus
- Passion for continuous improvement, the use of technology to drive efficiency, and a strong bias to get things done
- Advanced skills in MS Excel; experience with small/medium business ERP systems a plus (NetSuite, MS Dynamics, QuickBooks)
- A can-do attitude and interest in learning the business
- Effective communication skills – both interpersonal and written
- Startup experience a big plus

If you are passionate about helping create an enduring consumer brand with phenomenal commercial success, please send a resume and cover letter, letting us know why you're interested in PLAE, to: [financejobs@goplae.com](mailto:financejobs@goplae.com).