

ACCOUNTING SUPPORT SPECIALIST, AMERICAS DIVISION



Reporting to: Finance Manager - USA

Department: Finance

Company Background

The Company of Animals is a leading developer, manufacturer and master distributor of pet accessories worldwide, supplying a variety of distributor, veterinary and retail accounts.

Our goal is to enhance the lives of pets and their owners. We aim to do this by utilizing our 40+ years in animal training and behavior to provide simple, effective and kind products and education to pet owners all over the world. It is our belief that all common pet-ownership challenges can be simply overcome with the right products and advice.

Widely recognised for its product innovation and award-winning brands, the Company of Animals' impressive portfolio includes Pet Corrector™, Halti®, Pet Head®, Baskerville and CLIX®. The Company of Animals is a privately-owned company with sales in over 50 countries, and with offices in Surrey, UK, Denver, CO. USA and Melbourne, Australia along with distribution centres in UK, USA, Australia and China.

Position Overview

Working in our Finance team your daily responsibilities will be for our Accounts Receivable and Payable and ensuring the ledgers are maintained. Support for our US Accounting Assistant will also be part of the role so you will be able to contribute to other areas and develop your experience and skill set. It is essential that you are able to work on your own and prioritize your workload along with contributing to the team. Politeness, discretion and great communication skills are a must as you will be liaising directly with customers, suppliers and colleagues daily.

This role will be located at our dog-friendly offices in Broomfield, Colorado, as well as flexibility to work remotely. Working hours are 08:00 to 17:00.

Main Job Tasks and Responsibilities

- **Accounts Receivable**
 - Posting daily bank receipts and ensuring customer ledgers are up to date.
 - Liaising with Operations department to clear customer invoice queries and respond to customer.
- **Accounts Payable**
 - Inputting supplier invoices, overhead, service and inventory and investigate any queries.
 - Prepare weekly and monthly supplier payments and post to supplier ledger.
- General finance duties & support to the US accounts assistant.

Key Competencies

- A flexible and dynamic character with strong team ethic.
- Must have strong data entry, interpersonal, verbal, and written communication skills.
- Excellent organisation and time management skills.
- Proficient in Microsoft Office and knowledge of Excel.

Experience

- College leaver who has a desire to work in a finance department and wants to take the next step up.