Barneys NY

Title: Accounts Payable Clerk

Location: Lyndhurst, NJ

Job Type: Full-Time (Entry Level)

Compensation Type: Salary

Start Date: ASAP

Job Description: Celebrating our legacy of modern fashion, creativity, individuality, and intrigue by providing every guest with an unparalleled customer experience. We are currently seeking an Accounts Payable Clerk for our Lyndhurst, NJ corporate office.

Primary Responsibilities:

- Reconcile and enter merchandise invoices via three way match ensuring pricing and units billed are correct
- Prepare charge backs if necessary
- Prepare supporting documentation for checks
- Maintain vendor files

Qualifications:

- 1-2 years merchandise accounts payable invoice entry and reconciliation experience
- Experience with Great Plains accounts payable system and MI9 Merchant
- Proficient in Excel and Word
- Detail-oriented
- Degree in Finance or Accounting

Application Instructions: Link to job posting: http://chj.tbe.taleo.net/chj04/ats/careers/requisition.jsp?org=BARNNEWY&cws=1&rid=1301

About the Organization: Barneys New York is a luxury specialty retailer renowned for having the most discerning edit from the world’s top designers, including women’s and men’s ready-to-wear, accessories, shoes, jewelry, cosmetics, fragrances, and gifts for the home. Barneys' signature sense of wit and style is manifested in its creative advertising campaigns, original holiday themes, and celebrated window displays. Today, Barneys New York operates flagship stores in New York City, Beverly Hills, Chicago, Seattle, Boston, San Francisco, Las Vegas and along with a preeminent luxury online store, Barneys.com, as well as 16 other full price stores and warehouse stores across the United States.

For more, please visit Barneys New York’s luxury content site, The Window, for an insider's look into the Barneys world: behind-the-scenes visits with exciting designers, fashion, events, and the Barneys team.

Disclaimer Information: Barneys New York offers competitive compensation, comprehensive benefits and a generous discount. Only candidates selected for further consideration will be contacted. Barneys New York is an Equal Opportunity Employer.