Ermenegildo Zegna

Title: Sales Auditor

Location: 100 W Forest Ave, Suite A Englewood, NJ 07631

Job Type: Full-Time (Entry Level)

Compensation Type: TBD

Start Date: ASAP

Job Description: This individual will be responsible for the overall sales auditing process and will analyze retail sales data to ensure procedures are followed and systems are reconciled against register sales slips.

Primary Responsibilities:

- Assist store personnel with POS issues, correcting customer transaction errors and answering procedural questions
- Report findings of procedure violations and charge backs to Finance and Retail Operations
- Respond to retail credit card sales disputes to avoid credit card charge backs
- Conduct monthly retail inventory related journal entries by running reports, creating schedules, and calculating the amount to be booked
- Report cash balances and perform bank reconciliations on a monthly basis
- Track licensee purchase orders and ensure corresponding invoices are entered into the financial system
- Assist with bringing in wholesale sales from selling system to general ledger
- Become proficient in RIS, the retail register system, as well as the retail reporting tool
- Other special projects, as required

Qualifications:

- BA/BS degree in finance or accounting
- 1-2 years relative work experience or internship, Retail industry a plus
- Ability to problem solve and multi task
- Analytical, detail oriented and a self-starter
- Team player and ability to work in a collaborative environment
- Strong computer skills: Excel a must; SAP a plus

Application Instructions: Email resume and cover letter to caitlin.comba@zegna.com.

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