Simon & Schuster

Title: Junior Electrical Engineer

Location: Parsippany, NJ

Job Type: Full-time

Compensation Type: Salary Wage:

Start Date: ASAP          End Date: 5/7/2017

Job Description:

This position assures that royalty reporting to authors and related payments are computed correctly in accordance with contractual clauses that govern the work. This position will review, process and document appropriate necessary adjustments to the accounting system, audit and review the royalty statements and provide quality customer service through timely and accurate resolution of author, agent and editorial community inquiries.

Primary Responsibilities:

- Assure that royalty reporting to authors and related payments are computed correctly in accordance with contractual clauses that govern the work.
- Assure that all internal control procedures (SOX) are followed.
- Review, process and document appropriate/necessary adjustments to the Royalty Accounting System.
- Perform various audits and reviews of royalty statements.
- Run and analyze various reports to ensure quality and integrity of author contracts, royalty statements, and Royalty Accounting System.
- Prepare manual author royalty statements for contracts that cannot be supported in the Royalty Accounting System.
- Review, compare and submit changes for annual 1099 tax reporting related to royalty payments.
- Review, organize and maintain all completed author audit packages.
- Provide quality customer service through timely and accurate resolution of author, agent and editorial community inquiries.

Qualifications:

- BA/BS, - Accounting
- 0-2 year work experience
- Intermediate abilities in MS Office Suite, strong Access experience a plus
- Computer Database (SQL) skills a plus
- Strong analytical skills; analyze data, identify problems and make recommendations for changes based on information.
- Ability to maintain customer relationships by meeting customer service needs.
- Ability to communicate effectively.
- Strong problem solving skills.
- Highly organized with ability to multi-task and prioritize work volume.
Application Instructions: Please visit www.simonandschuster.biz - submit your application and resume to requisition #27496.

Disclaimer Information

About the organization: Simon & Schuster, a part of CBS Corporation, is a global leader in the field of general interest publishing, dedicated to providing the best in fiction and nonfiction for consumers of all ages, across all printed, electronic, and audio formats. Its divisions include Simon & Schuster Adult Publishing, Simon & Schuster Children’s Publishing, Simon & Schuster Audio, Simon & Schuster Digital, and international companies in Australia, Canada, India and the United Kingdom.

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