



## **ACCOUNTS RECEIVABLES ANALYST – Revenue Operations**

Mountain Warehouse is an outdoor clothing & equipment retailer; we currently trade from over 380 stores including 100 stores across Europe & North America. We also have a significant e-commerce site and trade through a variety of online marketplaces (Amazon & eBay) in the UK and Internationally.

Reports to: Revenue Operations Manager

### **Position summary:**

The Revenue Operations team is responsible for the reconciliation of all sales and cash receipts across the Mountain Warehouse Group across various income streams.

The team undertakes over 100 account reconciliations each month, all of which are reviewed and signed off.

We have a number of new revenue models going live in the year ahead and this newly created role is responsible for ensuring accurate revenue accounting and subsequent timely collection of amounts owed.

### **Role:**

- Preparing and posting journal entries for revenue and fees to accurately reflect amounts receivable.
- Ensure this cash is collected from our concession, wholesale and other partners in line with payment terms.
- Fully reconcile cash received with statements and investigate and understand any material discrepancies.
- Prepare balance sheet reconciliations which document ageing of amounts receivable.
- Understand and document transactions and accounting flows of new revenue models and support the implementation of effective processes.
- Involvement in the annual audit process for the Group.
- Supporting the E-commerce and Marketplaces teams with finance related queries.
- Ongoing non-business as usual project work within the finance team as and when required.
- Creation of ad-hoc invoices, receipt of funds and account allocations for other areas of the business
- Identify and implement systems and processes improvements as the role evolves

### **Skills and qualifications**

- 1-2 years' experience working with in a Finance team
- Experience of on-line high-volume reconciliations and identification / resolution differences
- Experience of sales and AR processes desirable .
- Role requires excellent numeracy and proficient user of Excel including as a minimum look ups, pivot tables , sumifs.
- Excellent attention to detail, performing all work with high levels of accuracy
- Previous experience with SUN an advantage
- Open, friendly person who is proactive, keen to develop and work as part of a growing team