



Staff Accountant

Job Description

Company: J.A.V. Food Corp d/b/a Agata & Valentina

Location: New York, NY 10021

Job Type: Full-Time, In-Person; No remote work

Compensation: \$65,000 - \$70,000 per year

Reports To: Controller and Assistant Controller

Position Summary

We are Agata & Valentina, one of NYC's premier specialty food companies, and are seeking a detail-oriented and experienced Staff Accountant to join our team.

The ideal candidate will have a strong background in accounting principles, including a solid foundation in general accounting and a focus on Accounts Payable and vendor relations. This role will support the Controller and Assistant Controller in day-to-day financial operations. This is an exciting opportunity to work in a fast-paced, collaborative, and familial environment where your contributions will directly support our financial operations and strategic growth.

Essential Duties

- Assist in the daily operations of the Accounting Department with a strong focus on Accounts Payable, vendor relations, and costing
- Process and code invoices, ensuring accuracy and proper documentation
- Review the accounts payable process and perform daily duties including reconciling vendor statements, communicating with vendors, and resolving discrepancies.
- Assist with month-end and year end close through journal entries and bank reconciliations to ensure deadlines are met timely and accurately
- Update and maintain monthly closing schedules
- Prepare and update financial reports, charts and analyses
- Conduct cash flow analysis
- Ensure that the company is adhering to cash management policies and procedures
- Collaborate with internal departments to ensure accurate and timely processing of invoices and payments
- Assist with internal and external audit requests as needed
- Special projects as needed

Knowledge, Skills and Competencies

- Strong understanding of accounting principles and reporting standards
- High attention to detail and organizational skills
- Ability to manage multiple priorities in a fast-paced environment



- Excellent oral and written communication and interpersonal skills, particularly in working with vendors
- Inventory process and valuation knowledge
- Proficiency in Microsoft Excel and accounting software
- Ability to work independently as well as collaboratively

Qualifications and Experience

- Bachelor's degree in Accounting or Finance
- 3-5 years' experience in accounting or finance roles, preferably in a retail, food, or consumer goods environment
- Strong experience in Accounts Payable and vendor management required
- Solid understanding of month-end close processes, including journal entries and reconciliations
- Experience in inventory management and food costing is highly desirable
- Public accounting experience a plus

Benefits:

- Competitive salary
- Comprehensive health, dental, and vision insurance
- 401(k) with employer match
- Paid time off, including vacation, sick leave, and holidays
- Employee discounts
- Opportunities for career growth and professional development

Equal Opportunity Statement

Agata & Valentina is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or any other protected status.

If you are interested in this opportunity, please email your resume and a brief introduction to careers@agatavalentina.com