

Position: Accounts Receivable & Event Accountant

Department: Finance

Reports To: Executive Director of Finance

FLSA Status: Salaried/Exempt

Summary

Under the supervision of the Executive Director of Finance, perform daily activities of the accounts receivable function at the facility and work closely with the Senior Event Accountant to perform daily accounting activities regarding the facility events.

Responsibilities

Include the following. Other duties may be assigned.

- Maintain A/R customer files.
- Prepare invoices to customers at the close of the events.
- Prepare event settlements for concerts, sporting events and theater shows.
- Perform daily checks and balances between ticket sales and cash receipts.
- Maintain and audit daily internal and external ticketing & parking sales reports.
- Work closely with the Event Accountant, maintain advance ticket sales totals.
- Monitor A/R Aging and make collection efforts, as necessary.
- Check event builds to ensure accuracy prior to presales/onsales.
- Produce reports in advance of event settlements to verify cash receipts.
- Utilize forensic accounting to research and correct discrepancies.
- Maintain Cashier over/short log.
- Investigate and resolve merchant chargebacks.
- Maintain Rebate Deferred Revenue and post revenues to events at month end.
- Participate in Accounting month end close.
- Perform other duties as requested by the Executive Director of Finance.

Skills and Abilities

Position requires the ability to:

- This position requires frequent and regular work hours on weekends and late nights in accordance with the events schedule.
- Demonstrate knowledge of principals of accounting, bookkeeping and ticket office procedures.
- Demonstrate skills with emphasis on high accuracy.
- Operate software including ticket office software, Microsoft Office, and accounting software.
- Recognize and solve related problems efficiently and rapidly while handling a large volume of financial data.
- Work in a fast-paced environment and handle heavy workload that can present stressful situations.
- Handle multiple tasks simultaneously.
- Follow oral and written instructions and communicate effectively with others in both oral and written form.
- Organize and prioritize work to meet deadlines.

Education and Experience

Bachelors or Associates Degree. Extensive experience with Excel Software. Experience in a ticket sales system and accounting preferred.