



Position-Accountant
Facility Name- Koka Booth Amphitheatre
Location- Cary, NC

POSITION: Accountant

DEPARTMENT: Finance

REPORTS TO: Assistant General Manager/Sr. Director of Finance

FLSA STATUS: Salaried Exempt

Summary

ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for an Accountant for ASM Global/Koka Booth Amphitheatre. Under general supervision of the facility's Assistant General Manager/Sr. Director of Finance, this position will perform a variety of skilled activities involved in the daily operations of the Finance Department.

Essential Duties and Responsibilities

Including the following duties and responsibilities. Additional duties may be assigned.

- Assists in the development and implementation of facility goals and priorities relating to financial management, budget, accounting, purchasing, and payroll in compliance with State and Federal law, and ASM Global policies and procedures.
- Supervises Accounts Payable, Accounts Receivable, and other accounting functions, and personnel.
- Responsible for payroll functions for Full-time and Part-time employees under ASM Global.
- Prepares, completes, and/or assists with event settlements. Must be able to work assigned events and see the process of settlement to P&L completed under tight guidelines.
- Prepares and performs bank reconciliations.
- Assists with the preparation of all financial reporting, including:
 - Preparation of financial statements for the Client, ASM Corporate, and additional financial reports, including monthly statements, Annual Budget, and Annual Report.
 - Directs the installation and maintenance of accounting records to show receipts and expenditures.
 - Maintains general and subsidiary ledgers, accounts receivable, revenue distribution, depreciation, cost, property, and operating expenses, and insurance records.
 - Verifies and checks the accuracy of general ledger coding.
 - Directs and participates in cost analyses and rate studies.
 - Prepares and analyzes information for financial statements and reports.
 - Prepares statements and reports of estimated future costs and revenues.
 - Prepares monthly variance analysis for each department.
 - Directs internal audits involving review of accounting and administrative controls.
 - Assists with preparation of external audit materials and external financial reporting. Works with auditors in verifying financial information/procedures.
- Assists with the installation and maintenance of new accounting, timekeeping, payroll, inventory, property, and other related procedures and controls.
- Event supervision on rotating basis with other managers.
- Ability to work irregular hours that may vary due to event load and may include day, evening, weekends, and holidays. Ability to prioritize multiple projects and meet strict deadlines.

Supervisory Responsibilities

Will help supervise staff accountant. Carries out supervisory responsibilities in accordance with ASM Global's policies and applicable laws. Assists Human Resources manager with interviewing, hiring, and training any finance department employees; planning, assigning, and directing work; appraising performance; rewarding; disciplining finance employees in conjunction with Human Resources; addressing employee related complaints and resolving problems.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Bachelor's degree in accounting or finance from a four-year college or university.
- At least 1 years' experience in public accounting and/or financial management. Experience at the supervisory level is a plus.

Skills and Abilities

- Extensive knowledge of generally accepted accounting principles.
- Previous work experience in financial statement preparation, journal entries, and account analysis.
- Excellent math skills; high aptitude for figures and attention to detail.
- Knowledge of live event settlement accounting or related processes is preferred.
- Experience with D365 accounting is ideal.
- Excellent communication, interpersonal skills, and organizational ability to manage and prioritize multiple projects and meet strict deadlines.
- Ability to work under limited supervision and to interact with all levels of staff including management.

Computer Skills

Comprehensive knowledge and proficiency of accounting software and Microsoft Office

Other Qualifications

- Excellent oral, reading, and written communication skills.
- Interact professionally and with a positive attitude with employees, guests, promoters, and vendors.
- Ability to work irregular hours that may vary due to events and may include day, evening, weekends, and holidays.
- Effective supervisory skills.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision for review of statistical and other financial records and information.

Note

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

To Apply

Apply at- https://asmglobal.wd1.myworkdayjobs.com/careers/job/Cary-NC/Accounting-Manager_R10019238

Recruiter- Chelsea Gibbs
ASM Global-Koka Booth Amphitheatre
101 Wilkinson Avenue
Cary, NC 27513

Applicants that need reasonable accommodations to complete the application process may contact:
(919) 462-2025.

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.