



**Position Announcement: Accounting & Box Office Assistant Manager
Koka Booth Amphitheatre
Cary, NC**

POSITION: Accounting & Box Office Assistant Manager

DEPARTMENT: Finance

REPORTS TO: Director of Finance

FLSA STATUS: Full-time/Salary/Exempt

Summary

ASM Global, the leader in privately managed public assembly facilities, has an opening for an Accounting & Box Office Assistant Manager at Koka Booth Amphitheatre. This is a full-time position with primary tasks in both the Accounting Department and in the Box Office.

Essential Duties and Responsibilities – Box Office

- Provide customer assistance via phone calls, emails and in person at the Box Office
- Opening and closing duties of the Box Office to include counting of monies, balancing reports, and completing daily sales reports
- Work closely with Box Office Manager and Dir. of Finance to ensure proper accounting and reporting procedures are followed including maintenance of account reports, daily sales tracking reports, contracted sales reports, attendance reports, and audits
- Assist with various marketing and promotional activities for the purpose of servicing ticket purchasers or corporate partners
- Manage all aspects of group sales program
- Fulfill and mail season ticket orders
- Other duties may be assigned

Essential Duties and Responsibilities-Accounting

- Verify accuracy of invoices and accounting documents
- Request and process W-9 forms for new vendors
- Provide general accounting support including A/P and A/R
- Compile data and prepare a variety of reports
- Scan, file and log accounting documents
- Maintain and verify timecards for accuracy and supervisor approvals
- Prepare event journal entries
- Other duties may be assigned

Supervisory Responsibilities

- Supervise ticket sellers on event days
- Serve as Manager on Duty for select events

Qualifications

- Organizational, verbal and written communication skills a must
- Attention to detail and ability to multi-task is an asset
- Ability to consistently meet all deadlines
- Available to work flexible hours, including nights & weekends
- Ability to work independently and or as part of a team
- Ability to problem solve
- Pass background checks

Education and/or Experience

- Experience with etix is beneficial
- Prior Box Office experience is preferred
- Experience with Sage/Peachtree accounting software is beneficial
- Two years of general accounting coursework or equivalent work experience
- Experience with customer service and client communication

Computer Skills

- Competency in Microsoft applications including Word, Excel, and Outlook

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.

While performing the duties of this job, the employee is regularly required to move around the facility; to stand for long hours during events; talk and hear. This position may require work inside or outside of the building, as needed by events.

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://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000557387206#/>

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

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

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