



**Position Announcement: Staff Accountant
Koka Booth Amphitheatre
Cary, NC**

POSITION: Staff Accountant

DEPARTMENT: Finance

REPORTS TO: Accounting Manager

FLSA STATUS: Full-time/Salary/Exempt

Summary

KOKA BOOTH AMPHITHEATRE, operated by Legends Global, is a vibrant 7000-seat outdoor amphitheater nestled in a grove of stately pines and situated next to Symphony Lake. In addition to national acts, the venue is the summer home to the NC Symphony Summerfest Series. The venue serves the surrounding Triangle but attracts visitors from across the state and beyond. Hosting over sixty events between the months of April – October, Koka Booth Amphitheatre promotes a variety of events including food festivals, large scale community events like the Diwali Festival, Oktoberfest, and July 4th celebrations. The venue has received wide acclaim for the annual NC Chinese Lantern Festival that fills the grounds with amazing silk sculptures from November – January. Koka Booth Amphitheatre was built in 2001 and is owned by the Town of Cary.

Position Summary:

The Staff Accountant plays an important role in the daily functions of the Finance Department. The responsibilities of this position include but are not limited to general accounting functions, financial reporting and analysis, event settlements, A/R and A/P processing, payroll processing, audit assistance, monthly/year-end close processing as well as other various functions. The Staff Accountant will work closely with the Accounting Manager and assist with any projects, as necessary.

Primary Functions:

- Handle all aspects of A/P including the issuance of purchase orders, submitting timely payments, maintaining aged payable schedule, maintaining vendor ledgers, resolving errors and dispute issues, and onboarding and updating vendors.
- Responsible for all A/R procedures, including invoicing, collections, disputes, error correction, maintenance of aged receivable schedule and customer statements, and onboarding and updating customers.
- Work with department heads and finance team to manage budgets throughout the fiscal year.
- Review daily box office sales report and maintain and reconcile various ticket sales reports.
- Support Accounting Manager and Dir of Finance with various data entry tasks.
- Serve as Manager on Duty for select events.
- Advance and settle tour merchandise with artist rep and schedule local sales staff as needed.
- Assist the Accounting Manager and the Dir of Finance with specific tasks and projects as requested.

Additional Responsibilities include assisting with:

- Day-to-day accounting activities so that general ledger activity, trial balance, and key account reconciliations are adequately prepared and monitored.
- Preparation and review of month/year end closing to meet stated deadlines.
- Settlement journal entries and reconciling ticket receipts per the general ledger vs ticketing audits.
- Preparation of audit schedules and supply support as requested by the audit team.
- Preparation of quarterly financial package of account reconciliations.
- Preparation of event estimates.
- Execution of event settlements on event days as needed.

Required Qualifications:

- A minimum education level of: Bachelor of Arts/Sciences Degree (4-year).
 - **Area of Study:** Finance/Accounting
- Must have advanced PC skills (MS Outlook, excel, word).
- Strong attention to detail and high accuracy rate is a must.
- Strong customer service and interact in a professional manner with various functions and levels within the organization.
- Ability to work with minimal supervision while preserving the strict confidentiality of all data.
- Ability to communicate with technical and non-technical users.
- Strong ability to work in a fast paced, ever-changing environment and ability to multi-task daily.
- Experience with Microsoft Dynamics (D365) is beneficial.
- Able to work nights, weekends, and holidays as the event schedule demands.
- Pass background check.

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. This job requires working nights, weekends, and some holidays.

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/Staff-Accountant_R100124890

Recruiter- Chelsea Gibbs
Koka Booth Amphitheatre
11000 Regency Parkway, Suite 412
Cary, NC 27518

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

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