



Position: Accountant
Facility Name: PA Convention Center
Location: Center City Philadelphia

POSITION: Accountant
DEPARTMENT: Finance
REPORTS TO: Director of Finance
FLSA STATUS: Salaried Exempt

Summary:

SMG, the leader in privately managed public assembly facilities has an excellent and immediate opening for an Accountant. This person will be responsible for various accounting functions for the facility including payroll, payables, receivables and general ledger work as well as oversight of the box office operations. This position requires working nights and weekends in accordance with the ticketed events scheduled in the building.

Essential Duties and Responsibilities

- Manage all box office operations
- Schedule ticket sellers and box office supervisors
- Coordinate ticketing needs with clients and Event Managers
- Record weekly Ticketmaster sales by event
- Track daily box office banking activity and credit card sales
- Track all box office deposits and resolve any related discrepancies with box office personnel
- Assist/back-up payroll preparation/transmission as needed
- Assist with accounts receivable collections to ensure timely payment
- Assist with preparation of month end journal entries/month end close process
- Assist Purchasing Manager in maintaining PO/Receiving system in Solomon
- Assist/back-up accounts payable and check disbursement
- Assist with non-event related contract renewals
- Other accounting duties as assigned by the Director of Finance

Supervisory Responsibilities

This position supervises the part time ticket sellers.

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 Work Experience

- Bachelor's degree or equivalent experience in business or accounting
- 2 or more years of accounting experience
- Some working knowledge of GAAP
- Box Office experience / Ticketmaster knowledge a major plus but not required
- ADP knowledge/experience
- Thorough and complete knowledge of computer systems and software, including Excel and Word

Skills and Abilities

- Ability to work irregular hours, including nights, weekends and holidays, in addition to normal business hours.

Certificates, Licenses, Registrations

No certifications are required

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.

Specific vision abilities required by this job include close vision for review of programs and data reporting for long periods of time.

Hours of Work and Travel Requirements

This position will generally work standard business hours, but the candidate may be required to work off-schedule hours including holidays and weekends.

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

To apply please visit our Career site here:

<https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000250686306#/>

Applicants that need reasonable accommodations to complete the application process may contact- 1-800-428-9000

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