



Position Announcement: Sr. Accountant-Box Office

Jackson Convention Complex

Jackson, MS

JOB TITLE: Sr. Accountant-Box Office
DEPARTMENT: Finance
REPORTS TO: Director of Finance
FLSA STATUS: Salaried, Non-Exempt

SMG, the leader in privately managed public assembly facilities has an excellent and immediate opening for a Sr. Accountant – Box Office, at the Jackson Convention Complex. This position is responsible for the financial affairs of the box office.

MAJOR RESPONSIBILITIES:

Work with all departments to bill event and non-event related items and accurately report associated revenues, income and expenses within designated time limits.

- Prepares monthly financial statements
- Reviews closing of sales journal
- Maintains an accurate and detailed accounting of all accounts receivable, including all in-house services and contractors
- Prepares event settlements
- Posts cash receipts and disbursements to journals
- Preparation of monthly P&L and such other operating statements as may be required
- Prepares all billings, bank deposits and accounts receivable aging on a monthly basis
- Receives and records payments
- Assists in rolling forecast updates as necessary
- Works with Event Services on exhibitor/show management billings relating to in-house services
- Reconcile all general ledger accounts, monthly rental receipts, and all other accounts
- Manage petty cash account
- Prepare invoices
- Prepare and make bank deposits
- Receive and record event deposits, insurance certificates and event contracts, including tracking contracts that have been sent to clients
- Works with event promoter and appropriate personnel to establish ticket pricing and seating configuration
- Updates management and promoters with ticket sales information
- Assures that box office money handling procedures are maintained in accordance with SMG policies.
- All other duties and responsibilities as assigned

QUALIFICATIONS

- * Bachelor's Degree (BA) in Accounting from four-year college or university.
- * Minimum 2 years related experience or training, or equivalent combination of education and experience.
- * Knowledge of Excel and financial statement preparation
- * Excellent organizational skills with attention to detail and accuracy
- * Must possess sound communication, interpersonal and organizational skills; ability and high level of skill in counting cash accurately and handling large volumes of cash; demonstrated math skills; strong customer service skills
- * Work flexible hours in addition to normal business hours as needed, including weekends and event nights

TO APPLY:

This position offers a competitive salary and benefit package. Resumes must include salary requirements for consideration and may be sent to dflippen@jacksonconventioncomplex.com.

SMG is an Equal Opportunity Employer M/F/D/V