

JOB DESCRIPTION

Title:	ACCOUNTING MANAGER
Reports to:	Director of Finance
Department:	Finance
Supervises:	Accounts Payable/Receivable, Staff Accountants, Finance Clerks, Payroll
FSLA:	Salaried Exempt

I. JOB SUMMARY

Oversee and perform all accounting and reporting duties for the facility, as required by the Director of Finance and the Corporate Office

II. ESSENTIAL FUNCTIONS

- Reconcile all general ledger accounts, monthly rental receipts, and all other accounts
- Manage petty cash account
- Prepare all event settlements
- Prepare monthly P & L and other operating statements as required
- Assist in budget development, review and rolling forecast updates as required
- Review closing of sales journal
- Coordinate tracking of equipment/service contracts and/or warranties for equipment and furnishings within the facility
- Monitor in-house concessionaire contracts and reconciles those accounts monthly
- Work with event services on exhibitor/show management billings related to in-house services
- Act as Manager on Duty as needed
- All other duties and responsibilities as assigned

III. QUALIFICATIONS

Knowledge: Degree in Accounting; CPA preferred; knowledge of general and cost accounting; knowledge of computers and experience in computer conversions

Experience: A minimum of four years accounting experience; experience in budget development and preparation of financial statements

Skills/Aptitudes: Effective written and oral communication skills; ability to handle multiple priorities and meet deadlines; excellent accounting and math skills.

This position requires the ability to interact with all types of people. Must be able to get along with co-workers, customers, vendors, and visitors to the facility. This position requires the ability to respond politely to all individuals and work well as a team player.

Working conditions: Position not substantially exposed to adverse weather conditions; ability to work flexible hours in addition to normal business hours.

IV. JOB FUNCTIONS

- Facilitate and review the completion of 3 separate, monthly Financial Statements by managing the efforts of 4 staff accountants. Review all journal entries prepared by staff accountants, including, but not limited to cash entries, monthly revenue and expense accrual entries, box office entries, etc. Assist staff accountants in journalizing new activities and transactions in accordance with GAAP. Review monthly reconciliations for all 3 Financial Statements.
- Prepare/review event settlements for ticketed events at the Ford Center and Cox Business Services Convention Center according to the contract terms set forth in the use license agreements. Review event settlements for non-ticketed events at the Cox Business Services Convention Center according to the contract terms set forth in the use license agreements. Confirm wire transfers. Occasionally prepare change orders.
- Coordinate Finance Department's role in yearly audit by external auditors. Work closely with external auditors during entire audit to meet their needs, and answer any questions they might have regarding the Financial Statements. Complete auditor's questionnaires, and variance analysis.
- Review commission payment schedules for Marketing Department, SMG Corporate, and the City of Oklahoma City. Know club seat/suite/party suite accounting in detail.
- Know box office accounting in detail. Review JE's and any abnormal activity.
- Maintain questionnaires, schedules, review billings, and month end accruals. Reconcile all payroll related accounts, including the payroll cash account and accrued payroll account. Initial off on PR changes made by HR.
- Coordinate inter-company reconciliations between staff accountants.
- Oversee quarterly vault accounts.
- Manage/maintain/oversee merch credit card machine changes/inventory/operations.