



Position Opening: Staff Accountant
Facility Name: Peoria Civic Center
Location: Peoria, IL

POSITION: Staff Accountant
DEPARTMENT: Finance
REPORTS TO: Accounting Manager
FLSA STATUS: Non-Exempt

Summary

SMG, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a Part Time Staff Accountant for SMG Peoria Civic Center.

Essential Duties and Responsibilities

Include the following. Other duties may be assigned.

- Accounts payable and accounts receivable.
- Prepare event reconciliations.
- Reconciles daily box office sales reports and deposits.
- Reconciles weekly parking sales reports and deposits.
- Inputs journal entries.
- Performs monthly closing and reconciliations of sub ledgers.
- Performs monthly vault audits.
- Performs any other functions delegated by accounting manager.

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/or Experience

- B.S. in Accounting or Finance from a four-year college or university
- Some part-time or summer internship experience in a position with accounting responsibilities preferred
- Or similar combination of education and experience

Skills and Abilities

- Thorough knowledge of financial and cost accounting

- Excellent math skills and attention to details
- Effective communication, interpersonal and organizational skills required
- Ability to interact with all levels of staff including management and clients

Computer Skills

To perform this job successfully, an individual should have knowledge of spreadsheets and word processing software and be willing to learn and use accounting and financial reporting software.

Other Qualifications

- Ability to function independently with minimal supervision

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.

Applicants that need reasonable accommodations to complete the application process may contact (309) 680-3521.

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