

Job Title

Staff Accountant

Employment Type

Full-time

Location

Mayo Civic Center

Regular/Temporary

Regular

Reports to

Accounting Manager / Director of Finance

Job Description

Summary

Join our Team! Mayo Civic Center is a city-owned facility, managed by ASM Global - a world leader in venue management and venue services. Mayo Civic Center is Southern Minnesota's premier destination for local, regional, national, and international conventions, entertainment, social and sporting opportunities. Serving as a vital economic generator for the region, Mayo Civic Center focuses on providing an exceptional experience by delivering world-class service and high-quality, versatile facilities.

ASM Global, the world's leader in venue management, has an immediate opening for an Accounting Manager for ASM Global Operations at Mayo Civic Center in Rochester, MN. The Staff Accountant plays a vital role in the daily functions of the Finance Department. The responsibilities of the 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.

Major Responsibilities:

Include the following. Other duties may be assigned.

- Performs day-to-day accounting activities so that general ledger activity, trial balance, and key account reconciliations are adequately prepared and monitored.
- Prepares and performs bank reconciliations on multiple accounts
- Prepares invoices and prepares monthly revenue recognition journal entries
- Prepares and performs or assists with event settlements
- Various financial analysis
- Assist in preparation of monthly financial statements and reports
- Bi-Weekly payroll processing and subsequent journal entries
- Maintain fixed asset detail records, and performs account analysis
- Performs monthly account analysis on various general ledger accounts
- Prepares balance sheet reconciliations and review with accounting manager and Director of Finance on monthly basis.
- Other duties as assigned

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 Experience:

- B.S. in Accounting or Finance from a four-year college or university
- Must have a minimum of 1-2 years of general accounting experience
- Or Equivalent combination of education and experience of the above

Computer Skills:

- Extensive knowledge of accounting software, Microsoft Excel and Microsoft Word
- Experience with ADP or similar payroll systems desirable
- Sage software knowledge is beneficial

Skills and Abilities:

- Extensive knowledge of general and cost accounting
- Familiar with generally accepted accounting principles (GAAP)
- Excellent math skills; high aptitude for figures
- Excellent communication, interpersonal skills, and organizational ability
- Ability to work with and maintain highly confidential information is required
- Must be very detail oriented
- Ability to work under limited supervision and to interact with all levels of staff, including management.
- Ability to work irregular hours that will vary due to events and will include day, evening, weekends, and holidays.
- Ability to prioritize multiple projects and meet strict deadlines.
- Must have professional attitude and appearance.

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. Specific vision abilities required by this job include close vision for review of statistical and other financial records and information.

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.

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