



SPECTRA

Job Title: Accounting Manager	Venue: DFP
Company: Spectra	Department: Finance
Reports To: Lisa Manda	Supervises People (Y or N): Yes
Exempt or Non-exempt: Exempt	Number of Direct Reports: One

Job Link: <https://careers-spectra.icims.com/jobs/6714/accounting-manager-%7c-dallas-fair-park/job>

Job Summary:

The Accounting Manager will monitor, control, and audit all financial transactions, and to perform a full range of professional accounting duties involved in fiscal management, record keeping, reporting and financial analysis for Spectra Venue Management at Dallas Fair Park. Also, supervising junior accounting staff.

Spectra, an industry leader in sports, entertainment and venue management, is dedicated to recruiting and developing individuals with the skills, experience, desire, and values to contribute to the continued growth and success of our organization. Together, with our 250+ sports & entertainment venue partners, we transform events into experiences! These experiences create excitement, turn heads, and make memories. Come Join Us! You can learn more about Spectra at www.spectraexperiences.com/

Essential Job Functions (including to but not limited to):

- Verify & post entries to general ledger accounts; run trial balances.
- Detail processing for accounts receivable and collection calls for outstanding payments.
- Process Box Office ticket reports, Credit Card Merchant activity; and record transactions.
- Prepares and verifies bank reconciliations.
- Assist with month end closing procedures.
- Prepares select event settlements and sales journals.
- Reconcile balance sheet accounts.
- Handle payroll processing through ADP and posting to general ledger.
- Prepare audit work papers and perform analysis of accounts.
- Perform analysis of accounting records; prepare event profitability statements.
- Prepare sales statements.
- Assist with employee record maintenance.
- Perform related professional accounting work in support of accounting functions.
- Apply Federal, State, and local laws and regulations pertaining to accounting and auditing work.
- Examine and verify a variety of financial documents and reports.
- Prepare a variety of financial statements, reports, and analyses.
- Directs the installation and maintenance of accounting records to show receipts and expenditures.
- Maintains general and subsidiary ledgers, accounts receivable, revenue distribution, depreciation, cost, property, and operating expenses, and insurance records.
- Verifies and checks the accuracy of general ledger coding.
- Establishes system controls for new financial systems and develops procedures to improve existing systems.
- Operate a computer to perform accounting functions.
- Supervise admin and staff accountant.
- Performs other job-related duties as assigned.

Qualifications:

- 5+ years of professional accounting experience preferably including some supervisory experience. Some experience in building management industry preferred but not required.
- A Bachelor's Degree from an accredited college or university with major coursework in accounting, finance, business administration or a closely related field.
- Must be accurate and efficient with ability to meet deadlines

- Must pass background and credit check per guidelines
- Capable of working with all levels of management
- Knowledge of Sage 100 preferred
- Proficient in Microsoft Office, Word, Excel, and Outlook required

Intellectual/Social, Physical Demands and Work Environment:

The intellectual/social, physical demands and work environment characteristics 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.

Intellectual/Social demands:

While performing the essential functions of this job, the employee is continuously asked to multi-task under time limits. Position requires constant attention to precise details and accuracy of specified standards including: following simple to complex (more than 3 steps) instructions, and concentration which frequently extends beyond 30 minutes at a time. This position also requires constant use of interpersonal skills including: ability to foster collaboration, recognize and resolve conflicts, and openly communicate in writing and verbally with clients.

Physical demands:

While performing the essential functions of the job, the employee constantly operates a computer and other office devices such telephones, copy machines, fax machines, etc; occasionally moves about inside the office to access storage areas, cabinets and office machinery; constantly communicates via telephone, email and in-person with others to exchange accurate information.

Work environment:

The duties of this position are usually performed indoors. The noise level in the work environment is usually moderate to loud during events and minimal during non-event times.

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This job description is subject to change.
EOE.DFWP