



**Position: F&B Accounting Coordinator**

**Department: Accounting / F&B**

**Reports to: F&B Accountant / Savor Management**

**FLSA Status: Part-time, Hourly, Non-Exempt**

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**Summary:**

ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for **F&B Accounting Coordinator** for the **Peoria Civic Center**. This position assists the Food and Beverage department with invoicing, inventory management, and payroll processing.

**Essential Duties and Responsibilities:**

- Manage Food and Beverage Inventory.
  - Verify purchases, update inventory pricing, process invoices for payment
  - Perform monthly audit counts with Savor staff and compile final numbers, work with F&B accountant to identify variances
- Catering Invoicing
  - Work with Savor F&B department to complete estimates and final catering invoices, then communicate final to clients.
  - Process Catering Invoice Payments
- Payroll Processing for F&B staff
  - Verify hours worked and code labor with event coding.
  - Log tips earned for each employee, remit to accounting for processing.
- Assist with verifying and maintaining vault balance.
- Assist with third party vendor banks, cash close outs, & drops for events.
- Other duties as assigned.

**Minimum 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:**

- Associates degree in accounting or related field experience preferred.

**Skill and Abilities:**

- Detail oriented and strong analytical skills
- Excellent communication and interpersonal skills
- Ability to work with and maintain confidential information
- Strong customer service skills
- Ability to work with and handle cash

**Computer Skills:**

- Microsoft Office products – especially Excel, accounting software such as Sage, ABI timecard system or something similar would be desirable. Square dashboard, and door dash app

**Other Qualifications:**

- This position will require the ability to interact with all levels of staff including executive management.
- Requires ability to work flexible hours, possibly including some nights, weekends, and holidays.
- Must be able to pass a background check for cash handling.

**Working Conditions and 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. Lifting of up to 25 lbs. frequently, and up to 50 lbs. infrequently. This position may require work inside or outside of the building, as needed by events.

**To Apply:**

Apply via Indeed.com or the [ASM Global Career Portal](#).

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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.

Applicants who need reasonable accommodations to complete the application process may contact the Peoria Civic Center Human Resources at [mjohnson@peoriaciviccenter.com](mailto:mjohnson@peoriaciviccenter.com).