



Position: Staff Accountant

Department: Finance

Reports to: Accounting Manager

FLSA Status: Full-time, Salary, Exempt

Summary:

ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for **Staff Accountant** for ASM Global at the Peoria Civic Center. The Staff Accountant administers daily activities of the accounting function at the facility.

Essential Duties and Responsibilities:

- Assists in the development and implementation of facility goals and priorities relating to financial management, budget, accounting, purchasing, and/or payroll in compliance with State and Federal law, and ASM Global policies and procedures
- Prepares and performs or assists with event settlements.
- Prepares and performs bank reconciliations.
- Assists with the preparation of all financial reporting.
- Assists with preparation of financial statements for the Client and ASM Global, and other financial reports, including monthly statements, Annual Budget and Annual Report.
- Maintains accounting records of 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.
- Participates in cost analyses and rate studies.
- Prepares and analyzes information for financial statements and reports.
- Prepares statements and reports of estimated future costs and revenues.
- Conducts internal audits involving review of accounting and administrative controls.
- Coordinates preparation of external audit materials and external financial reporting. Works with auditors in verifying financial information/procedures.
- Executes system controls for new financial systems and identifies ways to improve existing systems.
- Reviews financial statements with management personnel.
- Installs and maintains new accounting, timekeeping, payroll, inventory, property, and other related procedures and controls.
- Other duties as assigned.

Supervisory Responsibilities:

May require supervision of select department staff.

Minimum Qualifications:

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. 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.

- Complete an online employment application available at ASMGlobal.com.
- Minimum 18 years of age to apply.
- Must have reliable transportation.

Education and / or Experience:

- B.S. in Accounting or Finance from a four-year college or university, or Associate's Degree in Accounting plus significant work experience.
- Experience with public/government accounting standards and methods preferred.

Skill and Abilities:

- Knowledge of general and cost accounting preferred.
- Excellent math skills; high aptitude with accounting principles and methods.
- Professional communication skills, written and verbal, with English fluency.
- Highly organized work habits, attention to detail, and sense of urgency.
- Ability to maintain strict confidentiality and protection of proprietary data and methods.

Computer Skills:

- Proficiency with MS Office (Excel, Word, PowerPoint) and Outlook.
- Advanced competency with spreadsheets.
- Experience with commercial accounting software.

Other Qualifications:

- Must be available to work a flexible schedule, including evenings, weekends, holidays as needed, according to the event schedule.

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; speak and hear sufficient to communicate with staff, clients, and patrons.

To Apply:

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

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 ASM Global Human Resources at the Peoria Civic Center Human Resources at mjohnson@asmpeoria.com.