

## **JOB DESCRIPTION – FINANCE & HR CLERK**

### **Position Overview**

The Finance & HR Clerk for the facility provides clerical support to the Director of Finance. Such support responsibilities include accounts payable, deposit processing, & new hire processing.

**Reports To:** Director of Finance

**Supervises:** none

### **Job Description**

- Process and match purchase orders, invoices and packing slips; verify accuracy of information, research discrepancies; reconcile monthly statements from vendors; confer with vendors regarding purchase orders, invoices and payments; route invoices to departments for approval.
- Review and ensure successful approval and processing of payable invoices.
- Prepare invoices for weekly check run for vendor payments.
- Compile necessary documents needed to ensure successful reimbursement by management company's client for all operating funds expensed.
- Assist with the bank accounts reconciliation process.
- Coordinate successful completion and enrollment of all new hire forms.
- Perform a variety of general clerical duties including typing, faxing, maintaining files and records, and maintaining supplies.
- Assist with Exhibitor Services transactions and Box Office transactions.
- Assist with the preparation of year end fiscal audits.
- Assist with enrollment for all new hires for part time employees.
- Coordinate drug testing for all new hires.
- Maintain orderly files for AP, CR items.
- Other duties as assigned.

### **Qualifications**

- Associate's degree or better from an accredited college or university in Accounting or Business/Hospitality Management or related field. Related experience may be substituted.
- Minimum of three (3) years experience in an accounting environment. Experience within an Arena, Convention Center, Performing Arts Center, Hotel or other similar public assembly facility setting preferred.
- Sage MAS accounting software experience preferred.
- Proficient in using Microsoft Office products, with an emphasis on Excel and Word.
- Demonstrated knowledge of basic accounting and finance skills.

- Exceptional organizational skills, detail oriented, and ability to handle multiple assignments.
- Proven leadership and team work skills
- Ability to apply conflict resolution and problem-solving skills in a team-oriented environment
- Outstanding communications skills in the English language
- Ability to work beyond normal business hours, including nights, weekends and holidays as needed.

### **Physical Demands**

- Frequent sitting in a stationary position while at desk/computer, on phone, in meetings, etc.
- Occasionally stand or walk about the office when accessing files, using office machinery, etc.
- Frequently use hands/arms to handle or feel objects or reach (ex. telephone, computer, office machinery)
- Ability to talk and hear; must be able to frequently communicate with internal and external clients; must be able to exchange information accurately in all situations
- Lift and carry 25 pounds or less for filing and moving files.

EOE/DFWP