



**POSITION:** Accounting Manager  
**DEPARTMENT:** Finance and Administration  
**REPORTS TO:** Controller  
**FLSA STATUS:** Salaried/Exempt

### **Summary**

ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for an Accounting Manager at the McCormick Place Convention Center. Administers and manages daily activities of the accounting functions at the facility by performing the following duties:

### **Essential Duties and Responsibilities**

- Verifies and checks the accuracy of general ledger coding.
- Inputs journal entries.
- Maintains balance sheet detail records; performs account analysis.
- Maintains prepaid accounts and contract requirements.
- Prepares and performs bank reconciliations and reconciles cash receipts and disbursements.
- Performs account analysis on other general ledger accounts.
- Performs other accounting functions and coordinates tasks with other department personnel.
- Prepares and analyzes information for financial statements and reports.
- Prepares and performs account reconciliations.
- Reconciles A/R and A/P control accounts to detail aging.
- Reviews completed revenue contracts to ensure accuracy and requirements are met.
- Assists in the preparation of Client or external audit materials and financial reporting; implements recommendations of Client as requested.
- Assists in the preparation of monthly financial statements.
- Assists with the recordkeeping of third-party contractors.
- Supervises Accounting staff.
- Prepares settlements for all venues.
- Completes assigned sections of the monthly close by the specified deadline.
- Performs other duties as assigned.

### **Supervisory Responsibilities**

Directly supervises employees in the Finance Department. Carries out supervisory responsibilities in accordance with ASM Global's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding; disciplining employees in conjunction with Human Resources; addressing complaints and resolving problems.

### **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**

- Bachelor's Degree in Accounting or Finance from a four-year college or university.
- At least 2 years' experience in public accounting and/or financial management.
- Experience in hospitality industries, facility management, and/or event management preferred.

### **Skills and Abilities**

- Extensive knowledge of general and cost accounting.
- 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.
- Ability to work under limited supervision and to interact with all levels of staff including management.
- Ability to prioritize multiple projects and meet strict deadlines.

### **Computer Knowledge**

To perform this job successfully, an individual should have extensive knowledge of accounting software, spreadsheets and word processing. Experience with ADP or similar payroll system is desirable. Knowledge of Solomon preferred.

### **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 sit for long hours, use hands to handle files, type and operate office machines; to talk and hear on the telephone. Specific vision abilities required by this job include close vision for review of statistical and other financial records and information.

### **Hours of work and travel requirements**

Ability to work flexible hours including evening, weekends and holidays as needed to support the Manager on Duty program and/or event settlements.

### **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.

**Please use the below link to apply.**

### **External Candidates:**

<https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000785795506#/>

**Internal Candidates:**

<https://recruiting.adp.com/srccar/nghome.guid?c=1152751&d=InternalCareerSite&r=5000785795506#/>

Recruiter- Stella Butera  
McCormick Place – ASM Global  
301 E. Cermak Rd, Chicago, IL. 60616

Applicants that need reasonable accommodations to complete the application process may contact 312.791.7000.

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

**We will only accept applications from 10-21-21 to 11-25-21**