



POSITION: Accounting Manager
DEPARTMENT: Finance and Administration
REPORTS TO: AGM
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. Provides support to the AGM of Finance/Administration relative to financial reporting including, but not limited to, maintaining actual and budgeted purchasing and financial information in electronic spreadsheet or database formats. Continuously analyzes, enters, and monitors financial data for all areas of McCormick Place (MP) to ensure accuracy and provides explanations of balances and activity on a timely basis.

Essential Duties and Responsibilities

- Analyzes financial performance and cost analyses for all McCormick Place and Wintrust Arena departments; recommends appropriate actions/changes in order to meet business goals.
- Assist in the preparation of financial reports. For assigned accounts, prepares a comprehensive analysis summarizing all activity and analyzing balances and activity for propriety by assigned monthly due dates.
- Assists in monitoring ASM Global compliance with all provisions of the management contract.
- Assists in the development and implementation of facility goals and priorities relating to financial management, budget and/or accounting while remaining in compliance with State and Federal laws, and ASM Global policies and procedures.
- Assists the AGM Finance/Admin, and McCormick Place management with special reports as needed, including the preparation of various accounting statements, inventory reports, graphs, account reconciliation and financial reports.
- Designs, creates, and maintains a variety of complex financial spreadsheets. Handles requests for new or special reports from user departments. Creates new reports using Solomon, MR/FRx, EBMS and other software available.
- Directs and participates in cost analyses and rate studies.
- Establishes system controls for new financial systems and develops procedures to improve existing systems.
- Prepares 3-year budget for all MP including supporting documentation.
- Prepares and performs account reconciliations.
- Prepares monthly forecasts for McCormick Place and the Wintrust Arena including supporting documentation; as such prepares daily estimates on monthly revenue performance.
- Prepares statements and reports of estimated future costs and revenues.
- Reviews and identifies reconciling items between timekeeping system and the general ledger.
- Reviews and inputs journal entries.
- Reviews and Maintains balance sheet detail records; performs account analysis.
- Reviews and maintains busing subsidies.

- Reviews balance sheet detail records; performs account analysis.
- Reviews financial statements with management personnel.
- Reviews, prepares and analyzes information for financial statements and reports.
- Performs other job-related 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, Business, or a related field required.
- Minimum of five (5) years prior work experience in a related field.

Skills and Abilities

- Extensive knowledge of accounting concepts.
- Excellent math skills; high aptitude for figures and attention to detail.
- Excellent communication, interpersonal skills and organizational ability.
- Ability to work with and maintain highly confidential information is required.

Computer Knowledge

Strong knowledge of electronic spreadsheets and database management software required including Excel and Access. Must demonstrate knowledge of spreadsheet design, formulas, layout, and reports with emphasis on record development and maintenance.

Prior experience using automated purchasing software

Must be proficient in basic math concepts.

Prior experience with Solomon or EBMS a plus.

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.

The employee is regularly required to sit for long hours; using 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

Extended work hours may be required at times.

Please use the below link to apply:

External Candidates:

https://asmglobal.wd1.myworkdayjobs.com/careers/job/Chicago-IL/Accounting-Manager_R10012585

Internal Candidates:

https://asmglobal.wd1.myworkdayjobs.com/careers/job/Chicago-IL/Accounting-Manager_R10012585

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.

Recruiter- Shalanda Hedrick
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 accept applications from 07-12-22 and until position is filled.