



POSITION: Staff Accountant
DEPARTMENT: Finance and Administration
REPORTS TO: Director of Finance and Administration
FLSA STATUS: Salaried/Exempt

Summary

ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a Staff Accountant 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

- Maintains balance sheet detail records; performs account analysis.
- Creates and/or reviews invoices for events, contractors, and miscellaneous items.
- Manages client accounts to include monthly statements, disputes & payment issues.
- Assists with customer account maintenances, including investigating credits, preparing refund request, debit memos and credit adjustments.
- Inputs journal entries.
- Prepares daily cash reports on a timely basis.
- Assists in the maintenance of event codes, filing system and customer accounts.
- Prepares deposit invoices for clients in a timely manner and follow up with any unpaid balances before show date.
- Actively follows up with clients regarding any past due payments.
- Performs account analysis on other general ledger accounts.
- Prepares and analyzes information for financial statements and reports.
- Prepares and performs bank reconciliations and reconciles cash receipts and disbursements.
- Completes daily journal entries for cash.
- Assists in the preparation of monthly financial statements.
- Reviews out going wires and ensures appropriate documentation is submitted.
- Completes assigned sections of the monthly close by the specified deadline.
- Performs other duties as assigned.

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, Finance or related field from a four-year college or university

Skills and Abilities

- Thorough knowledge of financial and cost accounting.

- Excellent math skills and attention to details.
- Effective communication, interpersonal and organizational skills required.
- Ability to interact with all levels of staff including management and clients.
- Detail oriented.
- Ability to function independently with minimal supervision and with all levels of staff including management.

Computer Knowledge

To perform this job successfully, an individual should have extensive knowledge of accounting software, spreadsheets, and word processing software.

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.

Specific physical demands for this job include close vision for review of accounting information on a PC monitor, as well as hard copy output. In addition, regular use of hands for typing and coding information is required. The employee is required to sit for long hours, use hands to handle files, type and operate office machines.

Hours of work and travel requirements

Ability to work long and irregular hours that may vary due to functions and may include days, evenings, weekends, and holidays. No travel required.

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:

https://asmglobal.wd1.myworkdayjobs.com/careers/job/Chicago-IL/Staff-Accountant_R10015165

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 01-17-23 and until position is filled.