



Position – Accounts Receivable & Payable Specialist
Facility Name – Truist Arena formally known as BB&T Arena
Location – Highland Heights, KY

POSITION: Accounts Receivable & Payable Specialist
DEPARTMENT: Finance
REPORTS TO: Director of Finance
FLSA STATUS: Exempt

SUMMARY

ASM Global, the leader in privately managed public assembly facilities has an excellent and immediate opening for an Accounts Receivable & Payable Specialist (AR/AP Specialist) at Truist Arena on the campus of Northern Kentucky University in Highland Heights, KY. The Truist Arena is an 8000+ seat arena that is home to NKU's men & women's basketball teams, and is host to events such as concerts, family shows, theatrical productions, and more.

POSITION SUMMARY

The AR/AP Specialist plays an important role in the daily functions of the Finance Department. The responsibilities of this position include but are not limited to general accounting functions, A/R and A/P processing, monthly/year-end close processing as well as other various functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs day-to-day accounting activities so that general ledger activity, trial balance, and key account reconciliations are adequately prepared and monitored.
- Prepares and performs bank reconciliations.
- Create and enter Journal Entries.
- Verifies and checks the accuracy of general ledger coding.
- Track deposits made for events.
- Prepares and performs Accounts Receivable functions included but not limited to invoicing and deposits.
- Prepares and performs Accounts Payable functions included but not limited to input, acquiring approval and maintaining files.
- Manage credit card processing control process (leading to PCI compliance).
- Must be able to work extended and/or irregular hours, including nights, weekends, and holidays as needed.
- Assists the Dir of Finance with specific tasks and projects as requested.
- Maintains worker's compensation and building insurance records.
- Communicates effectively with vendors and customers.
- Answers incoming telephone calls, determines purpose of callers and forwards calls to appropriate personnel or department.
- Acts as Manager on Duty as required in box office during events.
- All other duties and responsibilities 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/OR EXPERIENCE

- B.S. degree in Accounting, Finance, or equivalent experience.
- Years of related work experience: 2+ years of experience preferred.
- Must have considerable skill in the use of personal computers and be knowledgeable in MS Word, Excel, Outlook, and computerized accounting systems.
- Experience with Sage or Peachtree Accounting Software is 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 prioritize multiple projects and meet strict deadlines.
- Strong attention to detail and high accuracy rate is necessary.
- Must be able to adapt to changes in the work environment, managing competing demands, frequent changes, delays or unexpected events.
- Must be able to pass criminal and credit background check.
- Ability to work as a team member and function independently with minimal supervision.

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 vision abilities required by this job include close vision for review of statistical and other financial records and information.
- While performing the duties of this job, the employee is regularly required to move around the facility, to stand for long hours during events, and talk and hear. This position may require work inside or outside of the building, as needed by events. Daily lifting and carrying up to 10 lbs.

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 include cover letter, resume and salary requirements when applying.

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