SMG, the leader in privately managed public assembly facilities has an excellent and immediate opening for an Accounting Clerk at BB&T Arena in Highland Heights, KY.

**Summary:**
Administers and maintains the daily activities of the accounting department in accordance with the policies of SMG Corporate and the goals and objectives of the Director of Finance at the facility by performing the following duties:

- 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 into Sage (Peachtree), acquiring approval and maintaining files.
- Assists in data entry of Payroll, Accounts Payable, Accounts Receivable & General Journal Entries.
- Prepares invoices and settlement documents for events.
- Reconciles A/R and A/P control accounts to detail aging.
- Inputs journal entries.
- Reconciles cash receipts and disbursements.
- Verifies and checks the accuracy of general ledger coding.
- Answers incoming telephone calls, determines purpose of callers and forwards calls to appropriate personnel or department.
- Office duties, not limited to mail distribution, supply ordering, etc.
- All other duties and responsibilities as assigned.

**Supervisory Responsibilities:**
This position does not have supervisory responsibilities.

**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. in Accounting or Finance from a four-year college or university preferred or equivalent combination of education and experience.
- Sage (Peachtree) or QuickBooks experience preferred.
- At least 1 to 3 years’ experience in public accounting and/or financial background.
Skills and Abilities:
- Thorough 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 tasks under strict deadlines and work in a fast-paced environment.
- Knowledge of accounting software, Sage (Peachtree) preferred but not required.
- Ability to work as a team member and also function independently with minimal supervision.
- Ability to work irregular hours (nights, weekends and holidays based on event schedules) in addition to normal business hours.
- Detailed oriented.

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

Certificates, Licenses, Registrations:
No certifications are required.

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.

IMPORTANT: For job consideration and online submission, please visit our website www.thebbtarena.com, click ARENA INFO and choose Employment Opportunities and click on the Application button.

This position offers a competitive salary and benefit package. Please be sure to include your resume/cover letter along with salary requirements.

Recruiter:
Tammy Fryman
HR Mgr./Executive Assistant
500 Nunn Drive
Highland Heights, KY 41099
hr@thebbtarena.com
Ph: 859/292-2886
Fax: 859/442-2659

Applicants that need reasonable accommodations to complete the application process may contact Tammy Fryman directly at 859-292-2886.

SMG is an Equal Opportunity / Affirmative Action Employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRA Federal Contractor.