

BB&T Arena
Job Description

Job Title: Accounting Clerk
Department: Finance
Reports To: Director of Finance
FLSA Status: PT Hourly Non-Exempt

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 manages 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:

- Answers incoming telephone calls, determines purpose of callers and forwards calls to appropriate personnel or department.
- Office duties, not limited to mail distribution, etc.
- Prepares and performs bank reconciliations.
- Prepares and performs Accounts Payable functions included but not limited to input into Sage, acquiring approval and maintaining files.
- Inputs journal entries.
- Verifies and checks the accuracy of general ledger coding.
- 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:

- High school diploma or general education degree (GED).
- Sage or QuickBooks experience preferred.
- At least 1 to 3 years' experience in related field or equivalent combination of education and experience.

Skills and Abilities:

- 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 preferred but not required, spreadsheets and word processing software.
- 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.

TO APPLY: Please visit our website www.thebbtarena.com, click **ARENA INFO** and choose **Employment Opportunities** and click on the **Application** button –**OR- Go Here:**
<https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000523556906#/>

NOTE: Only applicants that apply through our online portal will be considered.

Recruiter:

Tammy Fryman
 HR Manager/Executive Assistant
 BB&T Arena
 500 Nunn Drive
 Highland Heights, KY 41099
 Fax: 859-442-2659
 Email: hr@thebbtarena.com

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

SMG is an Equal Opportunity/Affirmative Action employer, and encourages women, minorities, individuals with disabilities, and protected veterans to apply. VEVRAA Federal Contractor.