

Title: Senior Accountant

Location: Austin, TX

The Role:

Live Nation (LN) and Waterloo Greenway (WG) are sourcing a Senior Accountant to manage payables, receivables, receipts, show settlements and Moody Amphitheater financial statements. This inaugural role will be responsible for shaping the 5K+ seat Moody Amphitheater financial operations and ultimately will aid in the business making sound financial decisions. As a Senior Accountant, your work, whether it's modeling business scenarios or tracking and reporting of venue performance, is used by our leaders to make strategic company decisions. Excellent at working on multiple projects at a time, you are focused on the details while finding creative ways to address big picture challenges.

What You Need:

- Bachelor's degree in Accounting or Finance; CPA preferred.
- Previous experience in a multi-unit restaurant, hospitality or live entertainment company is a plus.
- Possess excellent communication, organizational and analytical skills
- Ability to prioritize and handle multiple tasks simultaneously in a fast-paced, high volume environment.
- Previous supervisory experience preferred

What You'll Do:

Oversee critical accounting functions at the Austin, TX location which includes, but is not limited to the following:

- Process all receipts (e.g., Ticketmaster, box office, etc.) and record corresponding revenues
- Manage all money requests (e.g., wires, cash, show checks) for production and/or show settlement
- Review show settlement immediately following the show and work with operational field people who settle the show
- Prepare event Profit & Loss statement (or flash) and event-related journal entries.
- Review and monitor event financial reports to ensure accuracy
- Hard book shows no later than thirty days after the event date
- Ensure that all receivables, receipts, and payable items are processed and recorded accurately and in a timely manner
- Participate in and monitor collection of receivables; submit and file rent calculations and lease payments
- Maintain barter file/log for all barter deals, preparing both transaction reports for each event and the quarterly barter activity report
- Prepare and file all applicable sales and use tax returns
- Prepare internal and external audit schedules (e.g., gross receipts, sales and use tax, etc.) and liaise with auditors
- Own General Ledger for Moody Amphitheater and other theater-related activities as deemed necessary; prepare and maintain balance sheet and bank reconciliations; prepare, analyze and maintain P&L.
- Month-end close, accrual entries and SOX-required reporting including Board & Committee presentations
- Work with Accounting Manager to delegate work to AP/staff accountants in order to assist with all aspects of position as necessary
- Assist with special projects as assigned

Our Benefits:

- Competitive compensation
- Professional career development
- Additional benefits

Qualified applicants are invited to send their resume, cover letter outlining distinctive qualifications, and three professional references to jobs@waterloogreenway.org. Applications will be reviewed until the position is filled.

Applicants for employment in the U.S. must possess work authorization which does not require sponsorship by the employer for a visa.

EQUAL EMPLOYMENT OPPORTUNITY

Waterloo Greenway and Live Nation Entertainment strongly supports equal employment opportunity for all applicants regardless of race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, sexual orientation, genetic information, or any other characteristic protected by state or federal law.

HIRING PRACTICES

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Waterloo Greenway and Live Nation Entertainment recruitment policies are designed to place the most highly qualified persons available in a timely and efficient manner. Waterloo Greenway and Live Nation Entertainment may pursue all avenues available, including promotion from within, employee referrals, outside advertising, employment agencies, Internet recruiting, job fairs, college recruiting and search firms.