



Accounting Manager Position Description
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**I. TITLE: Accounting Manager
FLSA: Exempt**

II. POSITION SUMMARY:

Reporting to the Finance Director, the Accounting Manager will be primarily responsible for all accounting and reporting for the Moody Amphitheater at Waterloo Park. This position will lead day-to-day finance operations, such as accounts receivable and accounts payable, for the concerts at the amphitheater, as well as, providing support for revenue tracking for the organization. The Accounting Manager will maintain a collaborative working relationship with other departments in the organization.

III. ESSENTIAL FUNCTIONS:

- Process ticket receipts for the Moody Amphitheater from Ticketmaster or box office sales and record corresponding revenues and deposits
- Process all venue related vendor invoices timely and accurately
- Review show settlement and reconcile to general ledger following each show and collaborate with operational personnel on any discrepancies
- Prepare journal entries for settlements under Live Nation contract
- Prepare invoices and track receivables for sponsor and rental contracts
- Collaborate with season ticket staff to track and report on season tickets sales and receipts
- Prepare sales and use tax returns
- Book receipts and deposits for donations to Waterloo Greenway
- Perform month-end closing duties
- Assist with annual audit and IRS form 990
- Document desk procedures and follow financial policies as written
- Provide necessary information for board and committee reporting

IV. CORE COMPETENCIES:

- Decision Quality
- Resourcefulness
- Ensures Accountability
- Collaborates
- Communicates Effectively
- Instills Trust
- Nimble Learning

V. OTHER ACCOUNTABILITIES:

Other duties as assigned.

VI. PHYSICAL DEMANDS AND WORK ENVIRONMENT:

This job is primarily performed in an indoor office environment, requiring the candidate to remain in a stationary position over 90% of the time.

VII. EDUCATION AND EXPERIENCE:

- Minimum qualifications
 - Bachelor's degree in Accounting or Finance
 - A minimum of five years of financial management/accounting experience
 - High level of proficiency with MS Excel and proficiency with QuickBooks
 - Strong interpersonal and communication skills; experience in effectively communicating key financial data
 - Ability to prioritize and handle multiple tasks simultaneously in a fast-paced, high volume environment
- Preferred qualifications
 - Experience in a non-profit organization, or experience in live entertainment industry

VIII. ORGANIZATIONAL RELATIONSHIPS:

- Reports to: Finance Director
- Supervises (if any): N/A
- Supports: Entire organization

IX. COMPENSATION:

Competitive annual salary range of \$60K-\$75K dependent on experience. Full health, vision, and dental benefits. Generous PTO, vacation, and sick-leave policy. IRA with organizational match.

X. TO APPLY:

Qualified applicants are invited to submit resume, cover letter, and contact information for at least two professional references. Please send complete applications via email to: jobs@waterloogreenway.org. Waterloo Greenway respects confidentiality relating to these submissions.

EQUAL EMPLOYMENT OPPORTUNITY

Waterloo Greenway 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.