



Accounting & Finance – Accounting Manager

Primary Responsibilities:

- Lead the monthly, quarterly, and annual accounting close process and ensure account reconciliations are completed timely and accurately
- Review and post all transactions to the general and subledgers
- Create and analyze monthly financial reporting packages and distribute results to internal and external customers
- Responsible for management and reporting of all matters related to cash flow
- Assist with annual federal and state tax filings, manage employee benefit filings, and international tax filings
- Manage corporate insurance policies, completing annual renewals and reviewing additional coverage options
- Responsible for all aspects of banking and payments, including monthly payments of approximately \$5 million+, automation of credit cards, and employee payroll and expense reimbursements
- Lead the annual financial audit with external auditors
- Create other reports and schedules as requested by management and other departments
- Manage monthly, quarterly, and annual sales and use tax files for all required state and local tax jurisdictions
- Maintain and update all accounting and finance process documents, including signature authorizations, system access, and internal controls
- Manage team of four accounting/financial analysts
- Responsible for managing, updating, and maintaining the accounting software package (Microsoft Dynamics Great Plains), perform system administrator functions
- Oversee entire revenue/invoicing process which includes approximately 675 transactions per month resulting in over \$80M of revenue per year
- Manage over \$58M in payments to content providers, including timing of payments, compliance with contracts, and reconciliation with ticket sales and event expenses

Qualifications:

- Bachelor's Degree in Accounting
- 3+ Years of experience with managing/supervising people
- 10+ years of experience in accounting or finance with demonstrated, progressive increases in responsibility
- CPA preferred
- Experience with Microsoft Dynamics Great Plains Accounting Software preferred
- Proficiency with Microsoft office applications
- Excellent communication, time management, organizational, and analytical skills



- Strong collaboration and initiative skills, team player and proven ability to succeed in multi-team environments
- Must be proactive, organized, solutions and detail oriented
- Must have strong and positive working relationship with internal and external clients
- Ability to maintain confidential information.
- Ability to independently research, analyze, and solve new and complicated accounting changes and ad hoc business needs

Salary: \$100K base + Bonus potential

Please send your resume to ssnow@fathomevents.com with the job title in the subject line to apply.