



NOTICE OF EMPLOYMENT OPPORTUNITY

Title of Job: Staff Accountant

Location: Chicago

Department: Finance

Reports To: Controller

Position Type: Full-time

FLSA: Exempt

JOB OVERVIEW:

The **Staff Accountant** monitors, controls, and audits all financial transactions at the McCormick Place Convention Center/Wintrust Arena. This role performs a full range of professional accounting duties involved in fiscal management, record keeping, reporting and financial analysis of the facility.

KEY RESPONSIBILITIES:

- Assist the Finance Department in its day-to-day activities.
- Assist A/P, A/R, and payroll as needed.
- Assist with month end closing procedures, which include journal entries.
- Record customer payments; checks, cash, and/or credit card transactions; and verify bank statements against daily deposits.
- Oversee cash receipts procedures for ticket sales, parking, event services, etc.
- Reviews Electrical & Plumbing Subcontractor Commission Statements and posts to the appropriate event.
- Audits receipts and disbursements to ensure accuracy for public shows and resolves credit card charge backs.
- Process employee timecard data using e-Time and Timesaver
- Assist with month end closing procedures.
- Perform analysis of accounting records; prepare event profitability statements; space rentals; EAC Payments.
- Examine and verify a variety of financial documents and reports.
- Prepare a variety of financial statements, reports, and analyses.
- Reconcile balance sheet accounts and select GL Accounts.
- Verifies and checks the accuracy of general ledger coding.
- Apply Federal, State, and local laws and regulations pertaining to accounting and auditing work.
- Other miscellaneous projects and duties assigned.

QUALIFICATIONS:

- Minimum of 1-3 years' professional accounting experience, preferred.
- A bachelor's degree from an accredited college or university with major coursework in accounting, finance, or a closely related field preferred.
- Ability to accurately oversee large sums of money.
- Knowledge of Accounting Software.
- Proficiency in Microsoft Office, Word, Excel, and Outlook required.
- Knowledge of ERP and Ungerboeck Software, preferred.



NOTE: Selection will be based on an evaluation of applicants' training, skills, and experience.

Pay

\$65,000 - \$75,000

Job Type

Full-time

Shift Schedule

Monday – Friday

Work setting

In person office environment

Benefits:

Dental Insurance

Health Insurance

Life Insurance

Vision Insurance

Long-Term Disability Insurance

Deferred Comp & Matching

PTO

Please submit resumes and cover letters to HR@mpea.com

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