

FINANCE (ACCOUNTING)

At THE SHOP we are always seeking qualified individuals to assist our company controller with the necessary project accounting required for monitoring our daily operational costs. In addition, this individual will be expected to support the overall daily management team with reconciling purchase orders, vendor invoices and ongoing client billing.

RESPONSIBILITIES:

- Prepares monthly statements by collecting data, analyzing and investigating variances; summarizing data, information and trends.
- Prepares state quarterly and annual statements by assembling data.
- Complies with state and federal tax filing requirements by studying regulations; adhering to requirements; advising management on required actions.
- Calculates quarterly estimated tax payments; assembling data for quarterly and annual tax filings.
- Provides financial advice by studying operational issues; applying financial principles and practices; developing recommendations.
- Tracks all projects and reports back to Project Management, Sr. Management & Ownership.
- Negotiates purchase contracts with a variety of vendors to ensure “key” price points.
- Codes vendor invoices.
- Sets up vendor accounts.
- Reviews insurance & licensing requirements.
- Manages multiple projects simultaneously.
- Meets cost standards by monitoring expenses and implementing cost-saving actions.
- Prepares and completes action plans.
- Supports multiple projects by working to solve problems and completes audits; reporting back to Project Management, Sr. Management & Ownership.
- Monitor, review, revise and reconcile all project related vendor invoices for Project Management & Finance departments.
- Accomplishes finance and organization mission by completing related results as needed.
- Related duties and special projects as assigned.

QUALIFICATIONS / REQUIREMENTS:

- Experience in purchasing/procurement for large-scale entertainment construction projects.
- Meticulous attention to detail and skill in negotiating with vendors in a variety of trades and disciplines.
- Strong written and verbal communication skills.
- Budget development and tracking.
- Strong organizational and analytical skills.
- Proficient with Microsoft Office (Excel, Word & Outlook) and QuickBooks.

REPORTS TO:

Company Controller, General Manager and/or Ownership

SALARY:

Salary or hourly pay will be based on experience.

This position is available as Part-time or Full-time