

Town Toyota Center

Accounting Administrator

1300 Walla Walla Avenue

Wenatchee, WA 98801

Posted: April, 2024

Closes: open until filled

POSITION ANNOUNCEMENT

STARTING SALARY:

\$80,000 Annually

POSITION DESCRIPTION:

The Town Toyota Center located in Wenatchee, WA, has an immediate opening for an Accounting Administrator. This position is a full time, hands-on, benefit-eligible position expected to begin as soon as possible. Working closely with management staff, the Accounting Administrator will plan all aspects of financial and accounting activities at the Town Toyota Center. This position will oversee and supervise all other accounting positions and functions.

GENERAL DUTIES:

- General financial accounting
 - Coordinate and process cash receipts and cash disbursements
 - Process electronic fund transfers
 - Prepare annual budget with coordination and input from department managers
 - Verifying the net cash position
 - Maintain accurate and balanced bank accounts
 - Review, approve and submit payroll for hourly and salaried employees (currently through Paychex), assure accurate W-2's and 1099s
 - Process A/R invoices and reports for contractually obligated income, ice time rental and meeting room rentals monthly
 - Review A/P vouchers, print checks
 - Complete all monthly, quarterly and annual state and federal reporting in a timely manner
 - Track and report sales tax receipts and direct funds as instructed in bond documents
 - Maintain up-to-date spreadsheets for active program accounts
 - Perform related accounting duties as assigned and/or requested by the general manager or PFD Board

OTHER DUTIES:

- Prepare and analyze financial reports, interpret fiscal policies, assure all accounting processes for safeguarding of funds are in compliance with Generally Accepted Accounting Principles (GAAP) and Budgeting, Accounting and Reporting System (BARS).
- Coordinate fiscal procedures with the facility and the Public Facilities District administrators, department managers to determine methods of improving fiscal operations, procedures and services.
- Attend staff meetings and provide support regarding financial matters and budgets to department managers. Prepare monthly financial reports for presentation and review by the Greater Wenatchee Regional Events Center Public Facilities District (GWREC-PFD) board members at the monthly public meetings. Work closely with department managers and staff to assist with annual budget forecasting, expenditure updates for events and programs, revenue streams and determining ROI for each event and program undertaken throughout the year.
- Prepare settlements for all events and concerts, building rentals and other periodic engagements at the Town Toyota Center. Attend such events to present artist and vendor payments, conduct box office ticket reconciliations, provide settlements and oversee merchandise sales. Events may be held on weekends and/or evenings and attendance may be required.
- Work with the Town Toyota Center's CPA for year-end closing by providing detailed reports and financial data. Plan and schedule year-end adjustments.

- Maintain detailed documentation to verify the accuracy of information for the State Auditor's review and respond to auditors' questions. Work closely with state auditors for generating the annual financial and accountability audits.

MINIMUM EDUCATION, EXPERIENCE, SKILLS & ABILITIES/COMPETENCIES:

- Bachelor's degree in accounting, auditing or finance
- Three years minimum relevant professional experience
- Excellent written and oral communications skills
- Experience with word processing and spreadsheet software (Microsoft Word and Excel preferred) and database management in a business environment
- Knowledge and experience working with QuickBooks Enterprise accounting software systems
- Experience with Paychex payroll processing
- Municipal accounting experience and understanding of GAAP and BARS

BENEFITS:

Benefits include medical, dental and vision coverage, life and long-term disability insurance, paid holidays, vacation, and sick leave, as currently provided by the Town Toyota Center.

DEADLINE:

Position is open until filled. Applications will be screened as received. A limited number of applicants who meet the qualifications of the position will be interviewed.

APPLICATION PROCEDURE:

Applicants must submit all of the following (e-mail submission is preferred):

- A cover letter which summarizes how your education, training and experience demonstrate your ability to perform the duties and responsibilities
- A current resume including dates of employment

Submit application requirements to:

**Town Toyota Center
Cindy Herdt
Administrative Assistant
1300 Walla Walla Avenue
Wenatchee, WA 98801
(509) 888-8090
Email: cherdt@towntoyotacenter.com**

CONDITIONS OF EMPLOYMENT:

- In compliance with the Immigration and Naturalization Act, proof of authorization to work in the United States will be required at the time of hire.
- Prior to appointment, the successful candidate must pass a criminal history background check.

Town Toyota Center is an equal opportunity employer.