

CLASS TITLE: PERFORMING ARTS CENTER SENIOR ACCOUNTING ASSISTANT

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for the Performing Arts Center (PAC) technical accounting work involving fiscal records maintenance and financial transactions, including account payable/receivable, contract maintenance, payroll/personnel functions and other related assigned duties.

ESSENTIAL TASKS:

- Maintains department's payroll/personnel system, petty cash, purchasing and accounts payable/receivable functions to ensure accurate recording of PAC event revenue/expenses and MyTicketOffice.com outside ticketing venues
- Maintains MyTicketOffice.com and the PAC's escrow account for regular season, Broadway or individual accounts, plus second escrow accounts for larger Broadway shows, including posting and ensuring account accuracy
- Maintains PAC's event files, audits all event settlements for compliance, accuracy and archives final records, weekly receipts and disbursements journal for the PAC's events and MyTicketOffice.com
- Bills and collects revenue due the City for user groups and third parties, monitoring account balances
- Posts and verifies daily ticket office sales confirming the ticket office gross sales reported by the computerized ticketing system for all PAC and numerous outside venues
- Processes timely payment requests to meet weekly wire posting/transfer deadlines for numerous outside ticketing venues, ensuring prompt expense payment and accurately-balanced revenue/settlement records
- Reconciles the general ledger end of the month statement
- Prepares various monthly financial/statistical reports, requests and related paperwork for both PAC and MyTicketOffice.com
- Maintains vendor contracts, payments and renewals
- Maintains frequent local users discount program
- Coordinates department's accounting activities with other departments, agencies and groups
- Assists employees and the public with questions regarding payroll/personnel issues and accounting/purchasing/payment processes
- Coordinates and maintains purchasing card records, monitoring online entries to ensure accurate reporting and posting
- Maintains the PAC training class enrollment records
- Responsible for updating business office manuals
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in accounting or business administration supplemented by coursework in accounting, and three (3) years of experience in bookkeeping, account balancing and credit card transactions; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of accounting and bookkeeping principles and practices; considerable knowledge of laws, ordinances and regulations governing City financial matters; and good knowledge of modern office business and entertainment business methods and procedures. Ability to make mathematical calculations with speed and accuracy; ability to prepare financial reports and to keep complex financial records; ability to understand and follow verbal and written instructions; ability to organize and prioritize tasks efficiently and effectively in order to meet deadlines; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding. Skill in the operation of a personal computer with proficiency in 10 key usage and spreadsheet and database software and other related equipment.

Page 2 (continued from Performing Arts Center Senior Accounting Assistant)

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, 10 key and telephone; occasional lifting up to 20 pounds; occasional carrying up to 5 pounds; may be subject to walking, standing, sitting and reaching; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and subject to working overtime and weekends.

Class Code: 2571

EEO Code: N-06

Pay Code: AT-28

Group: Fiscal

Series: Account Clerical

Effective Date: May 18, 2010