



*Get Up and Go!*

## **JOB DESCRIPTION**

**POSITION:** Staff Accountant

**STATUS:** Full-time / Exempt

**FACILITIES:** Bayfront Convention Center  
{Erie Insurance Arena, Warner Theatre, UPMC Ballpark}

**REPORTS TO:** Finance Systems Manager  
{Controller}

**POSITION  
SUMMARY:**

The Staff Accountant must be knowledgeable and skilled in accounting principles, bookkeeping procedures and computer operations. He/she is responsible for the daily processing of cash receipts and associated deposits, reconciliation of bank statements, preparation of selected monthly journal entries, accounts receivable and payable processing. In addition, the Staff Accountant will process the biweekly payroll. He/she is expected to perform other tasks as assigned by the supervisor.

**QUALIFICATIONS:** The Staff Accountant must possess a high school diploma or equivalent and either a Bachelor Degree in Accounting or have obtained five years of experience on a job employing or utilizing skills and experience as outlined above. He/she must have Microsoft Office experience {Excel, Word, Outlook}. The Staff Accountant must be bondable and pass a security/reference check.

**SALARY RANGE:** \$40,000 - \$55,000 + Benefits Package



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## Staff Accountant - Job Description Detail

- Process accounts receivable invoices
  - Reconcile cash receipts & enter
- Reconcile and process event deposits
- Process accounts payable invoices
  - Review the vendor monthly statements, research and follow through regarding unprocessed invoices/credits, monitor open purchase orders
- Process the biweekly payroll
- Complete bank reconciliations
- Process journal entries
- Process capital expenditures in the fixed asset system
- Update & reconcile miscellaneous finance Microsoft Excel spreadsheets
- General filing of paperwork
- Assist with the annual budget
- Performs other related job duties as assigned
- Runner as needed {Banks, Erie Events facilities}

### **Other:**

Must be able to:

- work extra hours when needed
- communicate well and work with other departments
- maintain confidentiality

Must have:

- excellent follow through with all matters
- strong multi-tasking skills

Must be highly organized

Location:

- Bayfront Convention Center (Access to free parking)

### **Software accessed:**

Microsoft Dynamics Great Plains  
Attendance Enterprise Time Keeping System  
Shiftboard Scheduling System  
POSitouch {POS system}  
Sage Fixed Asset Software  
Microsoft Excel, Word & Outlook

**Erie Events is an Equal Employment Opportunity Employer:  
Minority/Female/Disability/Protected Veteran**

08-18-21



**E R I E** County Convention Center Authority

■ Erie Insurance Arena

■ The Warner Theatre

■ Jerry Uht Ballpark

■ Bayfront Convention Center