



Job Title: Bookkeeper
Department: Ticket Office
Reports To: Ticket Office Manager

POSITION SUMMARY: The Bookkeeper is responsible for all monies for ticketed events. Incumbent has direct access to the Chief Financial Officer for direction regarding the handling of funds, financial procedures and financial documentation. Accountability is to the Ticket Office Manager.

DUTIES:

- Reconcile bank statements.
- Make deposits and enter data into general ledger.
- Prepare Ticket Office statements and settlement sheets.
- Review contracts for proper implementation during event settlement.
- Settle events with promoters to include coordinating outside vendor payments with corporate accounting, overages and shortages, yearly data such as tickets sold, dollars generated, Ticket Office income, interest earned.
- Reconcile Ticketmaster rebates.
- Answer client/staff questions.
- Reconciling credit card discount fees.
- Balance daily ticket sales and event revenue.
- Assist in training back-up staff on bookkeeping responsibilities.
- Reconcile and box up event deadwood.
- Work limited number of weekends, when required.
- Other duties as assigned by Ticket Office Manager.

EDUCATION/EXPERIENCE:

Associate's Degree from four-year college or university or two-four years related experience and/or training or equivalent combination of education and experience.

KNOWLEDGE, CERTIFICATES, LICENSES, REGISTRATIONS:

- Basic knowledge of computer entry and retrieval procedures.
- Strong understanding of accounting principles and procedures.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

Individuals interested in applying for this position should submit a resume and cover letter to the Human Resources office no later than Friday - November 16, 2018.

Address:
Human Resources
Indiana Convention Center & Lucas Oil Stadium
100 South Capitol Avenue
Indianapolis, IN 46225

Email: www.icclos.com/jobs

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