

Job Title: A/P Accountant
Department: Finance & Administration
Reports to: CFO
Prepared by: Human Resources
Prepared Date: November 1, 2022

Position Overview

We are seeking an experienced, detail-oriented Accounts Payable individual to join our growing organization. In this position, you will handle all A/P duties for three entities within the group managing financial records and transactions. You must have a keen attention to detail and an awareness for sense of urgency to meet deadlines. You'll maintain vendors account balances, A/P sub-ledger, and related financial reports.

Essential Duties and Responsibilities

Specific duties and responsibilities include the following but the individual will also be expected to perform all the duties necessary which are customarily performed by a person holding this position. Other duties may be assigned.

- Provide financial information by maintaining and reconciling accounts; prepare reports
- Generate and analyze monthly and periodic "MS Dynamics Great Plains" A/P reports
- Process, verify, and pay vendors invoices, book entries, and reconcile A/P sub-ledger to general ledger
- Handle Inter-Companies accounts reconciliations by gathering, entering, and balancing information
- Prepare and enter necessary accrual journal entries to ensure producing accurate and timely financial statements
- Reconcile related general ledger accounts by gathering and booking correcting information
- Provide analysis and supporting details to Management as needed
- Maintain show-closings expenses process and reconcile shows' costs with sales teams
- Handle Deferred Expenses calculations and entries,
- Post monthly bank fees and adjustments,
- Post monthly exchange rate and conversions and calculate F/X gain or loss
- Support in the budget and LTP process
- Provide supporting details for the annual audit as needed
- Maintain and reconcile accrual accounts and prepaid accounts
- Process credit notes and sales voids
- Handle Accounts Payable filing and some other administration duties
- Participate in, and handles other projects, as requested by the CFO

Knowledge and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skill, and ability required. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to be present in the office four days / per week
- Ability to pass a background check and drug screening test

Education

- College degree with a major in Accounting/Finance

Qualifications & Work Experience

- Strong knowledge / experience of accounting principles and practice
- Technical accounting skill
- Four (4) plus years' of relevant experience required
- Proficiency in relevant accounting software, Microsoft Dynamics GP, and Microsoft Office
- Confidentiality
- Attention to detail
- Planning and organizing
- Good communication skills, both written and verbal
- Team player who is comfortable in a supporting role
- Problem solving skills
- Take initiative
- Ability to prioritize and schedule workload to meet fixed deadlines with sense of urgency
- Spanish speaking is a plus

Physical Demands

The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential functions of his/her job. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit, stand, walk, and travel up and down stairs, crouch, stoop and reach.
- Ability to lift up to 25 lbs.

Work Environment

The work environment characteristics listed here are representative of those an employee encounters while performing the essential functions of the job. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Basic office environment

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. Messe Frankfurt, Inc. reserves the right to modify this job description at any time.