



## JOIN OUR TEAM!

### ACCOUNTING & ADMIN SPECIALIST

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**Position Announcement:** The historic Fox Tucson Theatre is seeking a detail-oriented accounting professional, who is dedicated to the behind-the-scenes excellence that makes for a truly great organization! Become a member of our team at an exciting time in the live events industry, and help to grow the impact of downtown Tucson's one-of-a-kind Crown Jewel.

#### **Position Overview**

The Fox's Accounting and Administration Specialist helps to ensure the organization's bookkeeping and administrative functions are completed accurately, thoroughly and in a timely manner, meeting the highest professional standards in order to effectively support the day to day operations of downtown Tucson's flagship, historic performing arts facility. The position reports to the Executive Director, and conducts daily accounting, reporting, and administrative tasks in a high volume and creative work environment.

#### **Requirements**

Minimum 2 years accounting, bookkeeping, and business records keeping experience, with proven expertise in QuickBooks and Microsoft Excel, and strong organizational skills. Associate's degree or equivalent work experience in related area of study. Full vaccination against COVID-19 required.

#### **Schedule and Start Date**

Full-time. Regular office hours. Desired start date no later than September 21, 2022.

**Compensation:** \$20 - \$25/hour; plus full benefits package

**How to Apply:** Submit cover letter highlighting interest and relevant qualifications and resume to [HR@foxtucson.com](mailto:HR@foxtucson.com). Preference given to applications received by September 14, 2022. The Fox Tucson Theatre is proud to be an Equal Opportunity employer. Women, BIPOC, individuals with disabilities, veterans, and those underrepresented in the live events field are strongly encouraged to apply.

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# ACCOUNTING & ADMIN SPECIALIST

## JOB DESCRIPTION

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Process accounts payable, accounts receivable, and payroll.
- Processing incoming payments by check, credit card, and EFT.
- Receive, process, and reconcile statements.
- Generate and review monthly, annual, and other reports as required by Executive Director and Department Heads.
- Prepare, record, and make bank deposits.
- Prepare and submit sales tax and other government filings.
- Assist with preparation of annual audits.
- Prepare and distribute annual IRS forms and other required reports.
- Ensure compliance with internal accounting procedures.
- Maintain accurate records, including ledgers, journals, receipts, and invoices.
- Perform administrative and other tasks as needed.
- Serve as main point of contact for payroll processing/professional employer organization vendor(s) to ensure proper employee communication, maintain employee benefits administration functions, file 1099s and conduct other basic HR connected functions.
- Prepare and submit accurate payroll.
- Manage basic administrative and office functions (including purchasing procedures, phones, business systems, general supplies and equipment).
- Update, implement, and maintain all required business and general liability insurance policies, bank accounts, government reporting, business and operating licenses, and contracts with major vendor partners.
- Ensure accuracy, completeness, and efficiency of use of corporate records, financial and business records, and general filing systems.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### QUALIFICATIONS

- At least 2 years of accounting, bookkeeping, and business records keeping experience.
- Understanding of GAAP accounting principles.
- Expertise in QuickBooks and Microsoft Excel; as well as familiarity with Microsoft office software.
- Strong written and verbal communication skills
- Excellent attention to detail and accuracy in entering financial data
- Outstanding math and research skills
- Ability to maintain confidentiality

- Proficiency with 10-key typing and data entry
- Deadline driven with excellent time management ability.
- Proven ability in monthly and annual accounting closes, reconciliation, and audits.
- Associate's degree or equivalent experience in related field.
- Personal qualities of integrity, accountability, thoroughness, accuracy, and attention to detail.
- Multi-tasker with ability to wear many hats, work autonomously and as part of a team, and take initiative in fast-paced environment.
- Familiarity with performing arts organizations with ticketing, concessions, and varied contributed revenue streams preferred.
- Ability to thrive in a mission-driven environment with strong values and culture; passionately committed to the Fox's mission, vision, and strategic direction.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.