



Position- Accounting Manager
Facility Name- McCormick Place
Location- Chicago, IL.

POSITION: Accounting Manager
DEPARTMENT: Finance
REPORTS TO: Controller
FLSA STATUS: Salaried/ Exempt

Summary

SMG, the leader in privately managed public assembly facilities, has an excellent and immediate opening for an Accounting Manager for SMG/McCormick Place. This position administers and manages the daily activities of the accounting functions at the facility by performing the following duties.

Essential Duties and Responsibilities

- Assists the Controller in preparation of financial statements.
- Assists in the preparation of Client or external audit materials and financial reporting; implements recommendations of Client as requested.
- Assists in the preparation of monthly financial statements.
- Assists with the recordkeeping of third party contractors.
- Inputs journal entries.
- Maintains balance sheet detail records; performs account analysis.
- Maintains prepaid accounts.
- Monitors and projects daily cash flow.
- Performs account analysis on other general ledger accounts.
- Performs other accounting functions and coordinates tasks with other department personnel.
- Prepares and analyzes information for financial statements and reports.
- Prepares and performs account reconciliations.
- Reconciles A/R and A/P control accounts to detail aging.
- Reviews and reconciles cash receipts and disbursements.
- Verifies and checks the accuracy of general ledger coding.
- Maintains active listing of McCormick Place event contractors.
- Reviews completed event contractor documentation to ensure accuracy and requirements are met.
- Performs other duties as assigned.

Supervisory Responsibilities

Directly supervises employees in the Finance Department. Carries out supervisory responsibilities in accordance with SMG's policies and applicable laws.

Qualifications

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

Recruiter- Stella Butera
McCormick Place/SMG
301 E. Cermak Rd, Chicago, IL. 60616

Applicants that need reasonable accommodations to complete the application process may contact 312.791.7000.

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

We will only accept applications from July 23, 2018 through August 23, 2018.