



Woodinville

GENERAL INFORMATION

Position Title: Staff Accountant (AP, A/R, GL, Payroll)

Pay Status: Exempt Non-Exempt

Job Status: Part-time ___x (24-28 hours/week)___ Full-time _____ Contract _____

Reports To: Financial Controller

Employer: TZZ Woodinville LLC

Start Date: September 2019

Today's Date: 8/29/2019

POSITION SUMMARY

We have an exciting opportunity for an experienced accounting specialist to process accounts payable, and assist with the monthly general ledger reconciliations and financial statement preparation and review. The position interfaces with many levels of Teatro ZinZanni's management and employees, as well as external agencies, vendors, and our customers so customer service skills are essential. The person in this role must be organized, detail oriented and flexible while maintaining a very high level of competency and confidentiality due to the nature and exposure of the work performed.

SHOW SUMMARY:

Teatro ZinZanni Woodinville presents a full evening of entertainment, combining cirque artists, European cabaret, contortionists, jugglers and illusionists with live music and a gourmet multi-course meal. Set in an antique jewel box tent imported from Belgium. The Wheelhouse Restaurant will open on Teatro ZinZanni's Woodinville campus October 2019.

ESSENTIAL FUNCTIONS

Accounts Payable Duties and Responsibilities:

- Responsible for processing weekly AP invoices received by verifying the account coding, correct approval, terms, amount due, etc. and entering them into the company accounting system
- Responsible for preparing the weekly check run including printing of checks and distribution
- Reconcile the AP aging report to the balance sheet
- Receive and code employee expense reports and submit to payroll for processing
- Reconcile vendor statements as received and follow up with the vendor to secure any missing invoices and credits and forward them to the appropriate manager for approval
- Research and respond to inquiries relating to AP by managers and/or vendors
- Maintain the integrity of information in the vendor database in the company accounting system as well as the hard copy of vendor files

- Maintain vendor 1099 information in the accounting system and in hard copy for audits
- Ensure local sales use tax is paid on purchases in which the company is the end user and provide this information to the Controller for tax reporting
- Reconcile the monthly credit card statements, follow up with card holders to ensure that they are authorizing their purchases, coding their charges to the correct account codes, and providing finance with the original charge receipt
- Assist when necessary to ensure credit is received from vendors for any rejected purchases.
- Prepare analysis of accounts as required
- Additional duties as assigned

Accounts Receivable Duties and Responsibilities:

- Responsible for reconciling and posting daily sales for all shows and Box Office sales
- Apply payments (checks, credit card, ACH)
- Reconcile daily credit card deposits received to daily sales
- Research and dispute any chargebacks received as necessary

General Ledger and Period Closing:

- Post monthly journal entries to record depreciation, amortization of expenses, bank transactions, accruals, etc.
- Reconcile GL ledger accounts per reconciliation schedule
- Assist in preparing monthly financial reports for TZZ department managers

JOB QUALIFICATIONS

Essential minimum skills, education, and experience:

- College degree or AA degree with equivalent work experience Experience handling sensitive and confidential information
- Exceptional Customer Service Skills for internal and external customers
- Clear understanding of Accounts Payable and Accounts Receivable Processes
- Ability to drive accounting processes to finite deadlines
- Knowledge of GAAP accounting
- GL knowledge and reconciliations
- Proficiency in Microsoft Office Suite (Outlook, Excel, Word, and Power Point)
- Experience with SAGE 300 or other ERP accounting software packages
- Experience with Quickbooks Enterprise
- Interpersonal communication and writing skills
- Attention to detail, time management and organizational skills
- 5 years of accounting experience
- A systemic approach to problem solving
- Background and credit check required

WORKING SCHEDULE/ENVIRONMENT

Works in a general office environment. Position is primarily sedentary; must be able to regularly use hands and fingers as with a computer; must be able to regularly speak and write in English; and occasionally lift up to 25 pounds. Must be able to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

TZ WOODINVILLE LLC IS AN EQUAL OPPORTUNITY EMPLOYER DEDICATED TO A POLICY OF NON-DISCRIMINATION IN EMPLOYMENT (INCLUDING APPLICATION FOR EMPLOYMENT) ON ANY BASIS INCLUDING RACE, COLOR, RELIGION, NATIONAL ORIGIN, ANCESTRY, CITIZENSHIP, SEX, AGE, PHYSICAL OR MENTAL DISABILITY, MEDICAL CONDITION, PREGNANCY, VETERAN OR MILITARY STATUS, OR ANY OTHER BASIS PROHIBITED BY LOCAL, STATE, AND FEDERAL LAW.

APPLICANTS WITH DISABILITIES MAY BE ENTITLED TO REASONABLE ACCOMMODATION UNDER THE TERMS OF THE AMERICANS WITH DISABILITIES ACT AND CERTAIN STATE OR LOCAL LAWS. A REASONABLE ACCOMMODATION IS A CHANGE IN THE WAY THINGS ARE NORMALLY DONE WHICH WILL ENSURE AN EQUAL EMPLOYMENT OPPORTUNITY WITHOUT IMPOSING UNDUE HARDSHIP ON TZ WOODINVILLE LLC. PLEASE CONTACT TZ WOODINVILLE LLC IF YOU NEED ASSISTANCE COMPLETING THIS APPLICATION OR TO OTHERWISE PARTICIPATE IN THE APPLICATION PROCESS.

How to apply:

Please send a cover letter and resume in .pdf format to: admin-jobs@zinzanni.com