



Position Announcement: Food & Beverage Accountant

Jackson Convention Complex

Jackson, MS

JOB TITLE: Food & Beverage Accountant
DEPARTMENT: Food and Beverage
REPORTS TO: Director of Finance
FLSA STATUS: Full Time Non-Exempt

SMG, the leader in privately managed public assembly facilities has an excellent and immediate opening for an Accountant in the Food and Beverage Department at the Jackson Convention Complex. This position will be responsible for overseeing the day-to-day administrative and financial operations of the Food and Beverage Department's office.

MAJOR RESPONSIBILITIES

- Provides financial and administrative support for the Food and Beverage Department.
- Maintain F&B/Receiving Log for daily deliveries and accuracy of invoices and purchase orders.
- Prepares checks and invoices for special program areas.
- Process all Food and Beverage Invoices and ensure a timely payment to vendors.
- Prepares various reconciliations and reports.
- Provides financial reports on revenue and expenses per event; oversees food & beverage part-time payroll.
- Inputs all post event stand sheets and forwards to manager for review.
- Inputs all vendor invoices and cash receipts; processes information through computerized accounting system.
- Responsible for processing all invoices for concession and catering areas using corporate purchasing guidelines.
- Supervisor over vault funds; Order all cash banks for events; Supervise Cashiers; Processes daily cash receipts for deposit.
- Analyze all data and report to Director of Finance.
- Process all group commissions and ensure prompt payments.
- Ensure proper reporting of sales figures for each event.
- Ensure that all policies and procedures are being followed.
- Generates the invoice for all catered functions.
- Responsible for input /output or extension of monthly inventories, along with input/addition of new items or deleted items.
- Analyze product usage; Responsible for final assigned cost and product audit on all invoices for goods received.
- Process all office supplies requisitions.
- Assists with general administrative tasks as assigned.

QUALIFICATIONS

- Bachelor's Degree (BA) in Accounting from four year college or university.
- Minimum 2 years accounting experience or training with one year of computer experience in accounting applications.
- Excellent organizational skills with attention to detail and accuracy.
- Must possess sound communication, interpersonal and organizational skills; ability and high level of skill and accuracy in handling large volumes of cash.
- Familiarity of inventory cost control.
- Knowledge of the Food and Beverage Field is preferred.
- Combination of education and experience will be evaluated.

TO APPLY:

This position offers a competitive salary. All Resumes **must** include salary requirements for consideration and may be sent to csayles@jacksonconventioncomplex.com. No phone calls, please.

SMG is an Equal Opportunity Employer M/F/D/V

Date Opened: February 3, 2012

Closing Date: Open Until Filled