



**Position Title:** Senior Accountant

**Department:** Finance

**Supervisor:** Accounting Manager

**Applicants can submit a resume via e-mail to [careers@javitscenter.com](mailto:careers@javitscenter.com)**

The Javits Center has been considered the busiest convention center in the United States, hosting the world's leading conventions, trade shows and special events on Manhattan's West Side. These large-scale events have generated more than \$2 billion in annual economic activity for New York City and New York State, supporting as many as 18,000 jobs in and around the facility. Located on 11th Avenue between West 34th Street and West 40th Street, the iconic structure has played a prominent role in New York's recovery and resurgence, and with a state-of-the-art expansion project recently completed, the venue features more than 850,000 square feet of total exhibition space, two new floors of new meeting room space, a rooftop pavilion and terrace, as well as a range of catering, sustainability, and technology services.

**Position Summary:**

This role reporting to the Accounting Manager is responsible for a variety of accounting functions to support the Finance team with a focus on General Ledger Analysis and Monthly Accounting Close, project reporting and performing various reconciliations/analytics as it relates to his/her job function as detailed below.

The hiring range for this position is \$75,000.00 - \$80,000.00 annually (paid on a bi-weekly basis). The rate of pay offered will be dependent upon candidates' relevant skills and experience.

**Key Job Accountabilities:**

Accounting Close & Management Reporting -

- Perform accounting analysis, create and post journal entries for the month-end close, including –
  - Project Accounting and work in process, event accruals, employee benefit allocation, investments
  - Cross-train junior staff to perform aspects of these monthly responsibilities, as back-up
- Maintain the fixed asset register and posting depreciation at period end.
- Set up new projects and budgets in the Fixed Asset ERP module.

- Analyze the Due from Affiliate activity and maintain the detailed supporting spreadsheet; coordinate invoicing and cross-train junior staff to perform these functions with continued oversight.
- Assist with month end reporting package and producing valuable commentary on a monthly basis, including improving budget to actual reporting.
- File monthly sales tax payments and quarterly sales tax returns.
- Prepare timely and accurate monthly general ledger balance sheet account reconciliations
- Prepare detailed statements and schedules for reports; develop certain reports as directed.
- Provide financial support to departments including assistance with budgeting, monthly reporting and variance analysis.
- Assist with cash flow forecast reporting.
- Ad-hoc reporting and projects as requested.
- Responsible for the annual 1099 electronic filing process and review of W-9 forms.
- Preparation of capital projects reporting worksheet and training of alternative staff to perform these responsibilities monthly and weekly as needed with continued oversight responsibility.
- Assist in the preparation of schedules and documentation for the year-end audit, annual report financial statements, and the accompanying footnotes.

#### Process Documentation and Other -

- Maintain thorough documentation of critical tasks
- Develop and monitor formal procedures related to the capital project reporting process.
- Assist in preparation of documented accounting policies and procedures.
- Identify opportunities and recommend monthly close and other process efficiency improvements; partner with the Accounting Manager/Controller to plan, execute, and document process changes
- Assist with implementing and maintaining effective internal financial controls.
- Mentoring junior staff and interns

#### **Qualifications:**

- Bachelor's Degree in Accounting from a four-year College or University required
- 5 years of relevant experience; prior experience in general ledger close, and financial analysis a plus.
- Proficiency in Microsoft Office, including intermediate proficiency with Excel (Vlook up, pivot tables, filtering, sorting, importing, exporting at a minimum).
- Ability to work on multiple projects simultaneously.



- Ability to quickly master responsibilities and show willingness and ability to take on additional responsibilities with positive team player attitude.
- Knowledge of Oracle or other similar accounting system a plus.
- Significant computer-related skills; ability to quickly learn computer software and enhance reporting from these systems.
- Self-starter, highly detail oriented and organized.
- Ability to meet deadlines, follow instruction and prioritize work.
- Excellent verbal and written communication skills.
- Ability to work cooperatively and collaboratively with all levels of employees, management and external agencies to maximize performance creativity, problem solving and results.
- High level of integrity; ability to handle confidential information.
- Must be fully vaccinated against COVID-19 and any additional vaccinations against COVID-19 as recommended by health officials during your employment.
- Must work full-time onsite at the Javits Center.

*The policy of this company prohibits any employment practice which in any way discriminates or tends to discriminate against any person, employee, or employment with respect to conditions or privileges of employment because of an individual's race, color, religion, national origin, ancestry, marital status, non-job-related disability, past service in the Armed Forces of the United States, sex, or age as provided by law. NY CONVENTION CENTER OPERATING CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER.*