



**Job Title:** Accounting Assistant

**Department:** Operations

**Job Summary:**

The Accounting Assistant works directly with Tower Theatre's Controller in executing financial duties and responsibilities. The Accounting Assistant is responsible for assisting the Controller with basic bookkeeping and accounting tasks. Their duties include reconciling bank records, drafting financial documents and invoicing customers or collecting payments. The Accounting Assistant is hard working, self starting, and has the ability to handle multiple projects simultaneously in a high stress environment.

**Responsibilities and Duties:**

- Assist the Controller in assigned accounting duties and maintenance of financials for Venues, Restaurant, and Bar.
- Assisting with Revenue reporting and Sales Tax reporting
- Accounts Payable and Accounts Receivable
- Administrative duties such as processing mail, making bank deposits and money exchange, filing
- Evaluate financial budgets and track expenses
- Draft and report financial presentations.
- Reconcile financial books including incoming and outgoing funds
- Assisting in payroll execution
- Invoicing and payment collections
- Office administrative duties such as ordering supplies and organization
- Ambassador of culture and ethics throughout team

**Qualifications:**

- Past experience in accounting, the music industry, or similar fields
- Experience with Quickbooks,
- Proficiency in Excel
- Proficiency in Google Suite and web-based applications
- Good computer skills with a knowledge of common bookkeeping and spreadsheet programs
- Math skills
- Teamwork skills
- Strong written and verbal communication skills
- Attention to detail
- Solution-minded approach to problem solving
- Positive attitude and drive to contribute to the welcoming environment Tower Theatre is known for providing
- Excellent leadership and communication skills

**Compensation:** Full time, salary

**Compensation Scale:** \$15/hr

**Please email your resume and a cover letter to: [hiring@towertheatreokc.com](mailto: hiring@towertheatreokc.com)**