



Job Description

Job Title:	Accounting Coordinator	Date:	September 27, 2022
FLSA Status:	Exempt <input checked="" type="checkbox"/> Non-Exempt ___ FT <input checked="" type="checkbox"/> PT ___	Supervisor:	Corp. Controller
Salary:	Competitive	Dept:	Finance
Division:	Corporate	Revision Date:	September 4, 2024

Purpose:

Live Media Group, LLC is a nation-wide leader for the production, encoding/transmission, creative and broadcast of live events of any scale. Our commitment to the highest quality experience possible for our clients and their viewers has made us the industry leader for live event production and broadcast. The purpose of this position is to help ensure the financial health of the organization by maintaining accurate records, processing transactions, and providing financial reports.

Position Responsibilities:

- Performing routine clerical accounting duties within a fast-paced finance department, while adhering to GAAP accounting standards.
- Performing all functions related to Accounts Payable such as: Receiving and recording invoices and properly coding to the correct accounts; processing invoices to ensure payments are accurate and on time; work through discrepancies with purchasing parties.
- Assist in Accounts Receivable processing.
- Provide administrative support for the credit card process, i.e., issuing employee cards and managing spend limits.
- Participate in month-end close activities, including preparation of journal entries, reconciliation of accounts, and other accounting duties in a timely manner.
- Assist with continuous improvements for accounting-related processes.
- This is a hands-on position.
- Performs other duties as assigned.

Qualifications:

- Strong problem-solving and communication skills.
- Ability to allocate time efficiently to ensure tasks/projects are completed accurately and timely.
- AA or equivalent experience in accounting.
- 3-4 years of accounting experience
- Strong knowledge of accounting software and bookkeeping principles.
- Excellent communication skills, attention to details and the ability to multi-task in high pressure situations.
- Must be willing and able to lift/push/pull up to 50 lbs., and willing to seek assistance for anything over 50 lbs. (should not seek to do over 50 lbs. without assistance).

Live Media Group Holdings LLC is an Equal Opportunity Employer and offers employment opportunities to all qualified persons regardless of race, color, religion, sex, age, national origin, sexual orientation, physical or mental disability or any other status protected under applicable law.