

# LIVE MEDIA GROUP



## Job Description

**Job Title:** Billing & Accounting Analyst

**Status:** Exempt FT

**Department:** Competitive

**Division:** Corporate, Columbus, Ohio

### **Purpose:**

Live Media Group Holdings, 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 ensure the accurate and timely invoicing of clients, with a focus on capturing all relevant billable items and maintaining strong client relationships. The Billing and Accounting Analyst will support financial operations through oversight of accounts payable, vendor setup, revenue recognition, and reporting. By combining attention to detail, accounting knowledge, and analytical skills, the Analyst helps drive billing efficiency and enhance the integrity of financial data within the organization.

### **Position Responsibilities:**

- **Client Invoicing:**
  - Work with accounting team and other department team members (Operations, Sales, etc.) to ensure timely invoicing data collection, accuracy and compilation of invoices to be sent to clients.
  - Prepare and issue approximately 100 client invoices monthly, including accurate documentation of pass-through charges such as travel expenses within 10 days of the end of the event. Obtain approvals of final invoices prior to sending to client if required.
  - Ensure all receipts and supporting documentation are including as required by clients.
  - Detecting and resolving errors in invoicing operations/procedures and other related issues.
  - Apply critical thinking to verify completeness and appropriateness of billable items.
- **Accounting and Month-End Support:**
  - Prepare basic journal entries and assist with month-end revenue recognition and related reconciliations.
  - Analyze the general ledger for missed billable expenses and implement solutions to improve capture rates.
  - Reconciling revenue from sales reports to general ledger using revenue recognition procedures with NetSuite.
- **Reporting & Analysis:**
  - Generate weekly sales reports for senior leadership and sales teams, providing insights and supporting data for decision-making.
  - Identify trends and opportunities to enhance billing accuracy and profitability.
- **Client Relationship Management:**
  - Serve as the primary point of contact for clients receiving invoices.
  - Maintain strong, professional relationships and ensure prompt resolution of any billing inquiries.
- **Accounts Payable Oversight:**
  - Supervise the AP process and collaborate with internal teams to ensure timely and accurate payments.
  - Act as the data archivist for vendor management, verifying the setup of new suppliers in the ERP system (NetSuite) and other data setup requirements as necessary.
- **Other duties as assigned**

### **Live Media Group**

Live Media, TNDV Television, GameTime Productions  
2091 Arlingate Lane, Columbus, OH 43228  
515 Brick Church Park Drive, Nashville, TN 37207

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## Qualifications:

- Bachelor's degree in Accounting, Finance, or a related business field.
- 1-4 years of relevant experience in billing, accounting, or finance.
- Hands-on experience with NetSuite ERP is required.
- Proficiency in Microsoft Excel and standard business software.
- Strong attention to detail, organizational skills, and the ability to manage multiple priorities in a fast-paced environment.
- Excellent written and verbal communication skills.
- Ability to analyze data and processes with a mindset for continuous improvement.
- 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.*

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