



Bookkeeper / Office Administrative Coordinator

www.premiereventslive.com

As of 7-25-18

Position:	Bookkeeper & Office Administrative Coordinator	Position Type:	Full Time
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Join our team and help us produce some of the coolest festivals and event experiences in the Southeast! Based in Atlanta, Premier Events is the leading festivals and events management company that has an unparalleled reputation for delivering amazing service for our clients and to event fans. We develop and produce our own themed outdoor festivals as well as provide professional management and concessions services for top entertainment venues, festivals and events. We are on a mission to gather communities together to celebrate life through the enjoyment of memorable events. We create extraordinary experiences.

If you are the Bookkeeper/Office Administrative Coordinator that we are looking for you will be a proactive team player who is extremely comfortable working with numbers, fast and efficient with data entry and have the ability to master show settlements and compile reports. You'll be self-motivated, detail oriented, and highly organized. You'll be skilled at multi-tasking, have excellent time management skills and be a creative problem solver.

The Bookkeeper/Office Administrative Coordinator will be a full time salaried position. You'll be responsible for the success of our team by managing accounts payables and receivables, compiling post event settlements and sales reports as well as providing company financial reports to the company's stakeholders.

We're looking for someone with:

- 3- 5 years of Bookkeeping Experience
- High level of proficiency with QuickBooks and Microsoft Office Suite (Outlook, Excel, Word).
- Superior organizational and time management skills.
- Must work to achieve the core values of our company at all times.

Duties:

- Manage all accounts payables and accounts receivables including processing of invoices, issuing client invoices, tracking payments and coordinating collections.
- Thorough understanding of QuickBooks required. This individual will maintain the companies QB records, handle data entry and compile financial reports. Prepare monthly profit and loss statements, income/expense reports, Event P/L and other reports as required.
- Compile and complete event specific settlement reports. Troubleshoot any discrepancies with appropriate Premier Events team members to successfully resolve settlement errors.
- Coordinate company payroll including processing event staff time sheets. Maintain accurate payroll documentation, E-Verify, Direct Deposit, and other payroll information.
- Monitor bookkeeping for accuracy and resolve any bookkeeping discrepancies.
- Reconcile monthly banking, credit card, and other statements. Research discrepancies and chargebacks.
- Assist CFO with gathering data for correct tax reporting and payment, issuing of 1099's and other documentation for annual tax preparation as required.
- Provide general office administrative support for the Premier Events management team which could include filing, organizing, database entry, general research, preparing inventory forms for events, etc.
- Assist at major events on-site with cash and inventory counting as required.
- Attends regular staff meetings and event organizational meetings as required.
- Other duties as assigned.
- Maintains company and client confidentiality.

If you believe this is you, send us an e-mail by August 15 with your resume, references and salary requirements to laura@premiereventslive.com.



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As of 7-25-18

Job Description: Bookkeeper & Office Administrative Coordinator

Reports to: Laura Valente, Partner

Event Operations, Entertainment, Sponsorship and Marketing

Location: Premier Events - West Midtown; Atlanta

Hours: Monday – Friday 9am – 5pm; ability to work some weeknights, weekends and holidays