



The **Event Settlement Accountant** supports the Controller in the precise, ethical, and responsible management of all assigned financial related functions by providing on-time and accurate completion of all required deliverables and support the optimal financial position of the Performing Arts Center Authority (PACA).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Review artist performance/event contracts and other settlement documents to ensure completeness, accuracy and compliance.
- Coordinate with Promoters regarding the time and location of settlements.
- Maintain on-going communication with designated depts. through settlement close.
- Independently prepare the following: Final show settlement according to contract terms and conditions; Box office settlement statements as required; Internal Settlements; Monthly Settlement Journal Entries.
- Maintain all related settlement show files in an organized fashion.
- Reconcile additional PACA revenues and/or expenses monthly, as required.
- Coordinate all customer/credit chargebacks.
- Prepare quarterly artist royalty payment reports, as needed.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Work a flexible schedule, including nights, weekends, and holidays.
- Work effectively and accurately with an automated accounting system.
- Compile and analyze financial information.
- Read and understand performance/artist contracts.
- Understand show budgets.
- Communicate effectively, both verbal and written, in English.
- Understand artist contracts and settlement documents.
- Effectively and efficiently multitask, set priorities, shift priorities, and adapt to changes in situations.
- Have highly effective organizational, project management, and analytical skills.
- Work independently and as part of a team in a fast-paced environment.
- Consistently demonstrate dependability, self-motivation, and promptness.
- Demonstrate sound judgment, integrity, and ethical behavior in all daily activities.
- Skilled in Windows based programs, including Word, Outlook, Excel, and PowerPoint.
- Complete work accurately in a limited timeframe.
- Adhere to established or required timelines.
- Work effectively and positively with others.

### **REQUIRED EDUCATION AND EXPERIENCE**

- BS/BA: Accounting/Finance/Business Management/Live Entertainment Management or any equivalent combination of training and experience.
- 2-4 years work related experience.
- Event/show settlement experience preferred.

Candidates interested in this position should submit your resume to [settlementaccountantsearch@browardcenter.org](mailto:settlementaccountantsearch@browardcenter.org)