



**Position Announcement:**  
**Greenville, South Carolina**



**POSITION:** Accounting Assistant  
**DEPARTMENT:** Finance  
**REPORTS TO:** Director of Finance  
**FLSA STATUS:** Salaried/Non-exempt

### **SUMMARY**

This position provides accounting administrative support to the Finance Department by overseeing the ordering and billing of exhibitor utility services, recording concessions sales activities, assisting in month end close, assisting in safety documentation and compliance initiatives, processing maintenance system orders and completion of miscellaneous Finance Department tasks/projects.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Processes all event utility orders including electrical, telecommunications, internet and plumbing.
- Enters utility service orders into system and distributes copies of orders to Maintenance and Finance departments. Maintains up-to-date spreadsheet listing of all utility orders for large events.
- Runs service desk during move-in of events.
- Recaps F&B concessions register tapes and enters sales data into system.
- Assists in preparation and reconciliation of ticket inventory and cash banks.
- Conducts reviews of contract labor billings, preparation of cash reports and assists in various month end closing tasks.
- Maintain records and documentation surrounding the facility's safety program.
- Assist Director of Finance in compliance initiatives surrounding the facility's safety program.
- Compiles monthly inventory reports.
- Maintains MSDS books across all departments.
- Monitors and updates the Smart Maintenance (Big Foot) Preventative Maintenance System. Prints work orders for distribution to Maintenance Department.
- Support for accounts payable and accounts receivable as a backup for transactional processing.
- Other miscellaneous projects and duties as assigned by the Finance Department staff.

### **QUALIFICATIONS**

- Excellent working knowledge of Microsoft Excel and Word;
- Strong bookkeeping/accounting skills;
- Excellent communication and customer service skills;
- Must be very computer literate with the ability to learn and quickly master new applications;
- Strong organizational skills and high degree of detail orientation;
- Experience with OSHA safety standards a plus;

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Job Posting: Accounting Assistant @ Greenville Convention Center

- Prefer experience with Ungerboeck Systems software and/or experience in event services industry;
- Ability to work well with minimal supervision.

#### **EDUCATION AND WORK EXPERIENCE**

- Associate's degree in Accounting or equivalent;
- Minimum of two (2) years of clerical/office experience including bookkeeping and/or accounting duties;
- Minimum of two (2) years of experience working with spreadsheets, entering and manipulating data;

#### **PHYSICAL DEMANDS**

- Daily sitting, focusing on and operating a personal computer or terminal keyboard to enter data for aver 60 minutes at a time.
- Ability to access information in print and on computer/terminal monitor
- Communicate by telephone and/or radio for up to 30 minutes at a time on a daily basis.
- Performing work through repetitive eye/hand coordination.
- Ability to use a 10-key calculator, PC, printer, fax, photocopier, telephone, credit card terminal and general office equipment.

#### **WORKING ENVIRONMENT/CONDITIONS**

- This position is located in an office environment and is not substantially exposed to adverse working conditions.

#### **HOURS OF WORK AND TRAVEL REQUIREMENTS**

- Typically 40 hours per week; some overtime may be required on an occasional evening and/or weekend based on schedule of events.

#### **TO APPLY:**

If you meet the minimum qualifications listed above and are interested in this position, you may apply at:

<https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000444575106#/>

#### **Recruiter:**

LaTomya Doctor  
SMG – Greenville Convention Center  
One Exposition Drive, Greenville, SC 29607

Applicants that need reasonable accommodations to complete the application process may contact 864-255-5864

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

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