



Staff Accountant

Reports to: Accounting Manager

Department: Finance

FLSA: Full Time, Exempt

Location: Los Angeles, CA – hybrid

Job Description

The Staff Accountant will be responsible for assisting in all aspects of financial operations. This position reports directly to the Accounting Manager. The Staff Accountant's responsibilities include the accurate and timely preparation and analyses of all facets of the financial operations of the company with adherence to GAAP/IFRS, including producing monthly workpapers and journal entries, account analysis, balance sheet account reconciliations, accounts payable/employee reimbursements and credit card payment processing and other ad hoc requests.

Essential Functions

- Participate in the month-end close process, including workpaper and journal entry preparation completed on a timely basis
- Prepare and analyze monthly balance sheet reconciliation schedules and escalate any unknown variances to expectation to the Accounting Manager and/or SVP Finance
- Assist with preparation of monthly balance sheet and income statement variance analysis and commentary
- Process treasury transactions and perform bank reconciliations
- Bill, alert department leads of aged receivables and process collection of outstanding amounts due from clients
- Process Accounts Payable, employee reimbursements and credit card transactions in Ramp
- Maintain open communications with both Finance and interdepartmental team members by analyzing and interpreting data, and effectively and timely responding to questions and requests
- Perform ad hoc projects as determined to be necessary
- Assist in preparation for audits by compiling requested audit schedules and account analyses timely as assigned
- Assist with regulatory inquiries, communications and research as needed

Expectations

- Attention to detail
- A passion for Finance
- Strong verbal and written communication skills and ability to connect with people at all levels of the organization



- Highest standard of professional behavior
- Relationship management
- Hustle, Creativity, and enthusiasm to find a solution to any problem
- High ethical and moral standards
- Confidentiality
- Ability to work independently, prioritize, and execute on multiple responsibilities and collaborate in a team environment
- Ability to multitask and meet deadlines

Requirements and Qualifications

- Bachelor's degree in Business with an emphasis in Accounting
- Exceptional knowledge of finance, accounting, departmental cost accounting and understanding of Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS)
- Minimum of 2-4 years accounting experience

Benefits

- Opportunity to work in a dynamic environment for a leading international provider of ticketing and live entertainment
- Health care plan (Medical, Dental & Vision) that includes a 100% employer contributed premium option
- Retirement Plan (IPA; 401(k) match + profit-sharing)
- Life Insurance (Basic, Voluntary & AD&D)
- Open PTO policy
- Short-Term & Long-Term Disability
- Monthly stipends for connectivity, health & wellness
- 13 paid holidays + your birthday off!
- Generous parental leave policy

Salary Range: \$70,000-\$75,000

EEO Statement

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