

CLIMATE PLEDGE ARENA

Job Description

Position: Accounting Specialist
Department: Finance
Reporting To: Director, Finance

Our Purpose:

We are building a championship organization that serves our fans, community and business partners through world class sports and entertainment. We believe that Winning Matters, our Fans come first, with risk comes reward, great teams can achieve unimaginable results, honoring the Pacific Northwest is our duty and driving the business is our responsibility.

Climate Pledge Arena, a \$1 Billion redevelopment of the facility formerly known as KeyArena and built originally for the 1962 Seattle World's Fair, will be transformed into a world class, state-of-the-art City jewel and destination. Located at Seattle Center in the heart of Seattle's Uptown Neighborhood, the new venue will offer a truly unique and intimate experience for the NHL, WNBA, concerts and other entertainment events, while preserving the historic nature of Seattle Center and its surroundings. This project will be a completely new arena beneath its existing historic-landmark roof that will remain in place. Climate Pledge Arena is under construction now, projected opening 2021. The 32nd NHL franchise, the Seattle Kraken will begin play in the 2021-2022 season.

Position Summary:

We are currently seeking an Accounting Specialist that is proactive, driven and collaborative. This person will report directly to the Finance Director and will be responsible for, but not limited to the following:

Essential Duties & Responsibilities:

- Primary contact and responsibility for Accounts Payable, Accounts Receivable, and employee reimbursement functions.
- Initiate payments by check and/or ACH/Wire transfers and assist in the monitoring of and reconciliation of the operating bank account.
- Maintain and review vendor information, including banking, ACH, Form W-9's, and assist with the Form 1099 reporting process.
- Assist with month end close by preparing correcting and accrual journal entries, accurate and timely account reconciliations, and provide recommended solutions for resolving outstanding issues.
- Participate in the development and improvement of processes.
- Partner with team to provide creative suggestions and proactive solutions to internal and external customer issues and reporting needs.
- Complete other special projects as requested by leadership.

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Required Experience & Qualifications:

- 1-3 years of Accounting experience, preferred 1 year focused on Accounts Payable processing.
- Associate Degree, Accounting emphasis preferred or equivalent combination of education and experience.
- Microsoft Excel skills (V-lookups, Sum-ifs, Pivot Tables, etc.).
- NetSuite and Concur experience preferred, but not required.
- Highly motivated, with strong work ethic.
- Must be a fierce communicator, with an expert ability to present and communicate new ideas and concepts.
- Extremely organized and detail oriented, resourceful, quick learner and able to handle multiple projects simultaneously with the ability to reprioritize and shift quickly.
- A high degree of personal integrity and consistently put the interests of the organization first.
- Must be a cross-organizational collaborator.
- Must be adaptable with the ability to work under pressure to meet deadlines.

Working Conditions:

- Minimal Travel (<10% travel): May be required to travel. Trips may require air travel and/or overnight stay away from home for one or more nights.
- Must be able to work a flexible schedule inclusive of weekends, nights and holidays required.
- Frequent bending, lifting 15-20 pounds, sitting, exposure to multiple external elements, extensive walking through the building including inclines and stairs.

Seattle Hockey Partners, LLC and Seattle Arena Company, LLC are proud to be an equal opportunity workplace. We do not discriminate on basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or any protected category prohibited by local, state or federal laws.