

# CAREER OPPORTUNITY

AT&T  
PERFORMING  
ARTS  
CENTER

**Title:** Financial Settlement Coordinator  
**Department:** Finance  
**Reports to:** Accounting Manager  
**Location:** Dallas Arts District  
**Position Available:** Immediately

## **Job Summary:**

As a member of the accounting team, the show financial settlement coordinator will provide analytical support for a variety of activities related to show and event accounting for Center presentations and ticketed rentals including creating show folders, running reports, balancing Tessitura point of sales system reports to the general ledger, preparing journal entries, and creating sales invoices. In addition, the coordinator will be responsible for recording and reconciliation of parking sales revenue by location and season sold in Tessitura, sales tax and resident company receivables.

The position requires a strong team player who also has the ability to problem solve and see assigned tasks through from inception to completion under general supervision. The candidate will fit well in an environment that rewards bright, self-starting, energetic, focused individuals with ever increasing responsibility and challenge.

## **Position Responsibilities (included, but are not limited to):**

- In coordination with series partners, prepare event settlements to include reviewing vendor activity and contract obligations to ensure show related invoices have been received and processed
- Use judgment and professional skills in determining appropriate procedures for preparation of accounting records, research of transactions and reporting
- Communicate with other company personnel and contacts outside the company with limited supervision
- Collect data and perform research on the details of transactions.
- Protects organization's value by keeping information confidential.
- Analyze information and options by developing spreadsheet reports

- Assists in the timely month end, quarter-end and year-end closing processes, ensuring transactions are in accordance with GAAP and internal policies and procedures are followed and communicate exceptions to management
- Performing various detailed month-end allocations for shared costs and prepares journal entries to record earned revenue and to amortize expenses.
- Prepare month end reconciliations, revenue batch postings, and other journal entries
- Import entries from ticketing/constituent management system and verify for accuracy to post to general ledger
- Other duties / special projects as assigned

**Education and Experience:**

- 2 to 3 years technical relevant accounting experience
- Bachelor's degree in accounting, finance (or related discipline), or an equivalent combination of education and experience.
- Proficiency in Microsoft office applications, intermediate excel required
- Strong interpersonal, oral and written communication skills required
- Demonstrated skills and experience in managing goals through collaboration and teamwork
- Experience with accounting systems/ability to learn ERP systems quickly
- Excellent mathematical and computational skills
- Ability to apply strong problem solving techniques
- Ability to work well with people at differing levels of accounting knowledge
- Experienced and skilled in reconciliations
- Deadline-oriented/time management skills
- Familiarity with ticketing and constituent management software
- Attention to detail

AT&T Performing Arts Center is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.

**For immediate consideration, send cover letter, resume and salary requirements.**

**By Email:** careers@attpac.org  
**By Mail:** Human Resources AT&T Performing Arts Center  
 2100 Ross Ave., Suite 650 - Dallas, TX 75201

## ABOUT THE AT&T PERFORMING ARTS CENTER

The **AT&T Performing Arts Center** is a **nonprofit foundation** that operates and programs three premier performance venues and a 10-acre park for music, opera, theatre and dance in the heart of downtown Dallas. Opened in October 2009, the Center helped complete the 30-year vision of the Dallas Arts District.

Audiences enjoy the best and most recent from Broadway with the Lexus Broadway Series; the finest in world dance and music co-presented with TITAS; top concerts, lectures and performers with Center Presents; and a five-year undertaking to present The Complete Works of William Shakespeare. The Center also presents a wide range of free programming for audiences from every part of Dallas, including Patio Sessions concerts, Sunset Screenings, Local Motion fitness programs and the new Studio 2403, dance classes in Sammons Park. The Center makes performance art accessible to thousands of local students through its education program, Open Stages. Through a variety of special programs and benefits, the Center's members and volunteers are able to become involved and engaged in the arts.

Five esteemed resident companies utilize the Center's performance spaces: Anita N. Martinez Ballet Folklórico, Dallas Black Dance Theatre, The Dallas Opera, Dallas Theater Center and Texas Ballet Theater.

These performance spaces are some of the finest venues in the world, designed by internationally acclaimed architectural firms:

- Margot and Bill Winspear Opera House, designed by Foster + Partners of London, is a stunning 2,200 seat venue wrapped in red glass with outstanding acoustic performance halls.
- Dee and Charles Wyly Theatre, a 575-seat theatre with a distinctive aluminum exterior, is home to one of the most versatile stages in the world designed by REX/OMA, Joshua Prince-Ramus (partner in charge) and Rem Koolhaas.
- Elaine D. and Charles A. Sammons Park, an urban park designed by Michel Desvigne with native plants and grasses, landscaped lawns, performance spaces, a reflecting pool, and an Information Center by Foster + Partners.
- Annette Strauss Square, an open-air entertainment venue with lawn and patio seating for 2,000 designed by Foster + Partners, under a starlit sky and surrounded by the downtown skyline.

**The Center's mission** is to provide a public gathering place that strengthens community and fosters creativity through the presentation of performing arts and arts education programs. For more information on the AT&T Performing Arts Center, to become a member, or to make a donation, visit [www.attpac.org](http://www.attpac.org).