**Opportunity: Hancher Auditorium** at the University of Iowa

### POSITION OVERVIEW

| Department: | Hancher Auditorium, Office of the Provost |
| University Classification: | Accountant | UI Job Code: | PBF1 | Pay Level: | 3A |
| Working Title: | Accountant |
| Percent Time: | 100% (40hrs/wk.) |
| Administrative Supervisor: | ☐ Yes  ☒ No |
| Position Type: | Regular P&S, Ongoing |
| Reports to: | Senior Accountant |

**Compensation:** $23,000-$26,000 anticipated hiring annual salary range; **Competitive benefits**

### POSITION SUMMARY

As part of the Office of Performing Arts and Engagement, Hancher Auditorium is both a multi-disciplinary presenter and a key asset in establishing the University of Iowa as a destination performing arts campus for students, faculty, staff, community members, and artists from around the world.

This individual will provide direct support for Hancher’s senior accountant. Some areas of responsibility will include box office financials and reporting, daily deposits, cash handling procedures, and procurement card reconciling. More responsibilities are outlined in the specific job tasks below.

This position is 50% time, one-year specified term appointment with full benefits.

Please see below for full list of duties.

### WHAT YOU DO

**Financial Oversight and Budgeting**
- Assist in establishing charge-back practices within the box office.
- Assist in the creation of programming and operations budgets.
- Act as cash collection point supervisor by ensuring the preparation and reconciling of cash advances for remote box office service operations, Hancher Showcase, and merchandise sales.

**Financial Reporting**
- Prepare, maintain, and archive supporting documents and assist senior accountant in the audit and reconciliation of box office accounts.
- Prepare ticket revenue and expense statements for each event, including custom reporting for touring event settlements.
- Record all bi-weekly payroll into appropriate spreadsheets.

**Financial Analysis and Planning**
- Participate in season preparation meetings to set ticket pricing and forecast revenue and attendance.
- Assist in year-end financial activities.
- Utilize specific tools for identifying and resolving any ticket sale discrepancies.

**Compliances with Policies, Regulations and Laws and Operational Oversight**
- Develop, administer, and supervise cash handling functions and ensure compliance with UI policies and procedures by all part-time, full-time, and volunteer staff.
- Ensure compliance with organizational audit practices and requirements.

**Transaction Processing**
- Create eDeposit templates.
- Establish, maintain, and monitor billings and payments for rental events.
- Reconcile daily receipts and prepare bank and business office deposits.
- Record daily box office sales information into SOFA and credit card reconciliation spreadsheets.
- Process entries for box office services billing and revenue transfer for on campus events.
- Process necessary journal entries to move revenue to settlement holding account when applicable.
Leadership and Training

- Train all staff, including volunteers, on proper cash handling procedures and ensure all are up to date with required training.

HOW YOU DO YOUR JOB (learn more about competencies and proficiency levels here)

Accounting – Proficiency: WORKING

*What this looks like:*

- Works with financial transactions and related documentation within the organization.
- Maintains existing charts of accounts.
- Participates in accounting practices of classifying and recording financial data.
- Utilizes cost monitoring practices, techniques and considerations.
- Follows regulations for entering and reporting the financial content in major accounting systems.

Financial Analysis – Proficiency: BASIC

*What this looks like:*

- Describes the concepts behind financial analysis and implications of financial data.
- Explains how financial statements are organized and the type of information they provide.
- Lists activities and responsibilities of financial analysts.
- Identifies major types of financial statements issued by the organization.

Financial Reporting - Proficiency: WORKING

*What this looks like:*

- Uses basic tools to create simple financial reports.
- Successfully follows organizational methods and procedures for financial report writing.
- Meets organizational standards for financial report writing.
- Discusses the consequences of errors or inaccuracies in financial reports.
- Utilizes practices and guidelines for product profitability reporting.

Managing Expenses and Finances – Proficiency: BASIC

*What this looks like:*

- Describes the basic concepts behind the financial resource management process.
- Names major responsibilities of the financial management staff.
- Uses the basic tools necessary for managing expenses, budgets and investments.
- Lists key financial management reports and their use.

UNIVERSITY EXPECTATIONS (see definitions and proficiency levels here)

Collaboration/Positive Impact - Proficiency: BASIC

*What this looks like:*

- Articulates the University’s commitment to diversity, equity and inclusion as it relates to their role at the university.
- Demonstrates civil and respectful behaviors in support of the UI Human Rights policy that prohibits any differences in treatment that deprives the person of consideration as an individual.
- Demonstrates a willingness to examine one’s own biases, assumptions, and attitudes.
Knows where to find diversity-related organizational policies, procedures, and resources.

**Diversity, Equity and Inclusion – Proficiency: BASIC**

*What this looks like:*
- Grasps the inevitability and challenges of change and adapts accordingly; utilizes learning opportunities to prepare for changing work, methods and work environment.
- Demonstrates civil and respectful behaviors valued within the organization.
- Provides and accepts ideas and suggestions in a constructive and helpful manner.
- Exhibits good teamwork: is approachable, cooperative, and contributes to an overall positive and productive work/team environment.

**Service Excellence/Customer Service – Proficiency: BASIC**

*What this looks like:*
- Consistently provides excellent service.
- Manages customer expectations and takes responsibility to enhance service excellence.
- Communicates understandably; uses appropriate words, grammar and mannerisms in all mediums.
- Seeks feedback on communication style and effectiveness. Consistently provides excellent service.
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- Communicates understandably; uses appropriate words, grammar and mannerisms in all mediums.
- Seeks feedback on communication style and effectiveness.

**QUALIFICATIONS YOU BRING**

**Required:**
- Bachelor’s Degree in Accounting or a related field, or the equivalent combination of education and experience.
- Minimum of 1 year of related accounting experience.
- Must have excellent interpersonal, administrative, analytical, and organizational skills, along with strong computer skills.
- Knowledge of accounting, budgetary, and management principles, practices, and procedures
- Knowledge of Generally Accepted Accounting Principles
- Working knowledge of Microsoft Word and extensive knowledge of Microsoft Excel

**Desired:**
- Experience in the public sector and/or a university setting is desirable.
- Working knowledge of UI systems including ProTrav, ePro, APPO
- Knowledge of University policies and procedures
- Experience in and enthusiasm for the not-for-profit sector including educational institutions and/or arts organizations.

**ABOUT THE DEPARTMENT**

Hancher is a multidisciplinary performing arts presenter committed to connecting artists and audiences with transformational artistic experiences. Since 1972, Hancher has been the cultural hub of the University of Iowa campus—presenting world-class dance, music, and theater. Along the way, Hancher has extended its reach far beyond campus, engaging thousands of Iowans each year, on campus, throughout the community, and across the state. Hancher is one of the leading university presenters of the performing arts in the nation and has earned an international reputation for excellence.