

BOX OFFICE COORDINATOR - 515

DEFINITION OF WORK

Under immediate supervision, performs responsible technical work in the operation of a Coliseum Box Office and the maintenance and preparation of complex financial records and statements; does related work as required.

EXAMPLES OF WORK

Coordinates the Coliseum Box Office operations involving ticket sales, receipts, balancing and deposits; prepares contracts for events to comply with liability insurance, security and other terms of agreement; analyzes financial information and prepares reports for City, State and Federal agencies; posts to general ledger accounts and checks balances; prepares regular financial reports and statements for Coliseum Commission and other City accounting data on request; maintains fixed assets and depreciation records; assists other departments by providing information on financial matters; processes and approves for payment a variety of bills; assists in budget preparation.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a high school diploma, supplemented by college level courses in accounting and considerable experience in accounting related activities.

Knowledge, Skills and Abilities: Thorough knowledge of standard business accounting and bookkeeping principles and practices; thorough knowledge of laws, ordinances and regulations governing the work; general knowledge of modern office methods, practices and equipment; ability to review and prepare complex financial reports and records; ability to establish and maintain effective working relationships with other employees and the general public.