



# DAYTON DRAGONS PROFESSIONAL BASEBALL

## DAY AIR BALLPARK | DAYTON, OHIO

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### **POSITION: SENIOR ACCOUNTANT – DAYTON, OH**

If you're looking for a job that will challenge and inspire you, a job that will offer tremendous professional and personal growth, and a job that will provide unique experiences, then Dayton Dragons Professional Baseball is the right place for you.

Working for one of the most successful sports entertainment franchises in the country, you'll be vital to providing your accounting expertise as Senior Accountant to our continued success.

The Senior Accountant will be responsible for all aspects of team accounting, financial analysis, and financial reporting. Direct daily functions include payroll, payables, receivables, invoicing, banking, and general ledger maintenance.

### **DUTIES AND RESPONSIBILITIES:**

- Manage payroll.
- Manage payables and receivables.
- Manage and enforce the company's purchase order and check request system.
- Manage daily banking requirements and oversee monthly bank reconciliations.
- Oversee the company general ledger and accounting software system so that team accounting practices fall within generally accepted accounting principles.
- Ensure an accurate and timely, monthly, quarterly, and yearly accounting close.
- Monitor and audit internal controls.
- Prepare and file reports required by federal, state, and local governments, MiLB, and other agencies.
- Prepare amortization and depreciation schedules on capitalized assets.
- Provide financial analysis on various functions and projects.
- Monitor and control facility assets.
- Work with public auditors.
- Assist with budget and forecasting activities including P&L, balance sheet, and cash flow.
- Assist with preparation of monthly reports for internal meetings.
- Assist with quarterly Bank Compliance activities.
- Assist with business and health insurance.
- Assist with Human Resource functions.

### **MINIMUM REQUIREMENTS**

#### ***Education***

BA/BS in Business with an emphasis in Accounting.

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### ***Technical Skills and Prior Experience***

- Minimum three years prior experience in accounting and finance.
- Must be PC proficient and able to thrive in a fast-paced setting.
- Experience with MAS200 or other automated accounting system a plus.
- Must have strong experience with Microsoft Excel and Word.
- Protect company's privacy, integrity, and value by keeping information confidential.
- Strong verbal and written communication skills.
- Strong interpersonal and customer service skills required.
- Ability to multi-task, work under pressure and meet deadlines required.
- Not all functions of this position have been included. This job description in no way implies that these are the only duties to be performed. The Senior Accountant will be expected to handle any other required job-related duties.

**Please submit cover letter including salary requirements and resume to:**

Mark Schlein, VP - Finance and Accounting

[mark.schlein@daytondragons.com](mailto:mark.schlein@daytondragons.com)