

## **Job Description & Responsibilities for Assistant Account Manager – Business Management**

### **Purposes, Scope & Dimension of Job:**

#### **Purpose:**

To provide our clients with the knowledge, tools and expertise to promote growth and maximize profitability.

#### **Job Title:**

Assistant to Business Manager with future potential to become a Business Manager.

### **Primary Responsibilities:**

1. Make daily deposits for all related clients. This includes making a copy of each deposit and entering into accounting software.
2. Weekly entry of client bank and credit card activity into accounting software.
3. Weekly preparation of all touring client road reports and profit loss statements.
4. Weekly payment of all client bills.
5. Entering in all contract dates and guarantees for each touring client using the Wiatr & Associates Contract Control Spreadsheet.
6. Preparation of all client related invoicing and billing.
7. Preparation of personal and touring client budgets when applicable.
8. Maintaining client's hardcopy and digital files and personal information.
9. Entry of all client's payroll statements when applicable.
10. Annual 1099 preparation.
11. Maintenance of all vendors (i.e. obtaining W9's).
12. Expense Coding.
13. Preparation of Tax Returns.

### **Knowledge, Experience and Skill Requirements:**

1. Highly organized and able to work proficiently under pressure.
2. Experience in accounting and/or related college level courses (Finance/Music Business).
3. Experience with Sage/Peachtree accounting software preferred, but not mandatory.
4. Able to deal with a variety of clients professionally and cheerfully.
5. Strong verbal and written communication skills.
6. Skilled in Microsoft Word and Excel.
7. Maintain confidentiality and discretion as a rule.
8. Time management skills.
9. Efficient and detail oriented data entry skills.