



## Job Description

Job Title:	<b>Staff Accountant</b>
Department:	Finance
Location:	NY – Metropolitan Area

### About Us:

**Anthem Entertainment** is a content and services company comprised of four major divisions: music publishing, recorded music, production music, and film and television services. We support artists, create content, and provide entertainment services around the world. As technology and entertainment evolve, we work hard to create and maximize opportunities for our talent and our clients. Our unique approach combines an intense focus on creativity, agility, and entrepreneurialism, with the scale of a global platform. Anthem Entertainment operates in New York, Los Angeles, London, Nashville, Belfast and Toronto.

### About the Role:

The ideal candidate will be responsible for timely and accurate preparation of financial accounting data in a variety of areas. It is essential that this candidate brings analytical and organizational skills in order to best support the accounting team.

### Key Responsibilities:

- Completing month end tasks including, Prepaids, AP and AR reconciliation, expense accruals, sales and deposit reconciliations, journal entries, HST monthly reporting.
- Assist in the preparation and distribution of monthly, quarterly, and annual financial statements.
- Prepare financial statements and supporting schedules according to monthly close schedule.
- Managing the company's monthly financial reporting process, including preparing and reviewing journal entries, entity reports, control and validation of reports, GL reconciliations etc.
- Processing remittances for HST, taxes, payroll etc.
- Ad-hoc reporting and analysis requested by management to meet deadlines.
- Reconciling all incoming cash receipts and expenses for all entities.
- Processing AP payments, preparing bank reconciliation and managing cash for the company.
- Keeping ledgers organized.

### Qualifications, Experience and Skills:

- Bachelor's degree or equivalent in Accounting, Economics, or Finance
- 2 years' experience in accounting
- Proficient in Microsoft Excel
- Accounting designation is preferred

- Experience with financial reporting and month end is a benefit
- Good written and verbal business communications skills
- Knowledge of accounting software and good excel skills
- Attention to detail
- Ability to prioritize and cope with pressure
- Great Plains (Dynamics) software experience is preferred

**Behavioral Identifiers:**

- Problem solving outlook
- Productivity and results driven
- Flexible & adaptable
- Effective verbal/written communication
- Anticipative
- Curious
- Detailed
- Positive teamwork attitude

**Seniority Level**

Associate

**Industry**

Entertainment Media Production Accounting  
Employment Type - Full-time

**Job Functions**

Accounting/Auditing Finance  
Screening questions  
Preferred qualifications

*\*\* \*\* At Anthem Entertainment, we recognize that our people are our strength, and the diverse talents they bring to our global workforce are directly linked to our success. We are an equal opportunity employer and place a high value on maintaining a diverse and inclusive workplace. We do not discriminate on the basis of any protected attribute and encourage all qualified candidates to apply, regardless of race, religion, creed, color, national origin, gender, sexual orientation, gender identity, gender expression, age, marital or veteran status, pregnancy or disability, or any other basis protected under applicable law.*

*Interested candidates should send their resume to [careers@anthementertainment.com](mailto:careers@anthementertainment.com)  
Check out all of Anthem's open positions by visiting [www.anthementertainment.com](http://www.anthementertainment.com)*