



Opening Date: 7/29/2019
Closing Date: Open Until Filled

Vacancy Announcement #72-19 Revenue Auditor (Temporary)

SALARY: NEGOTIABLE

DC Residents Preferred

EVENTS DC

Engage, Excite, Entertain.

Events DC is the face of conventions, sports, entertainment and cultural events within our nation's capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region's marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

SUMMARY DESCRIPTION:

The Revenue Auditor position within the Accounts Receivable Department is responsible for conducting Audits of Events DC's various service partners to ensure compliance with contractual agreements. These audits will cover revenue commission reports audit submitted by various Events DC's services partners.

This role receives very limited supervision and direction, and work with a high degree of independence and autonomy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform compliance audits of various service partners to determine whether Events DC is receiving revenue commissions in accordance with its contractual agreements.
- Review existing contractual agreements for the revenue commission process.
- Obtain an understanding of the overall process by interviewing key personnel responsible for revenue commission processing and other related activities.
- Perform an initial flowcharting of the process as described by the personnel involved and interviewed
- Examine records of service partner's and performs test as outlined in standard audit programs to verify compliance with applicable contractual agreements.
- Review and assess Service Partner's reporting and accountability and determine whether the revenue reported is what has been earned.
- Determine whether revenue was reported at the accurate commission percentage.
- Prepare and present reports that reflect audit's results and document process

- Document process and prepare audit findings memorandum
- Interact with management to discuss issues and recommendations

SKILLS, KNOWLEDGE AND ABILITIES:

- Strong knowledge of revenue recognition principles
- Strong Knowledge of accounting best practices
- Strong Excel skills or aptitude (data model experience a plus)
- Strong analytical, problem-solving and organizational skills
- Excellent verbal, written and interpersonal communication skills.
- Detail oriented individual
- Strong and demonstrated interest in data visualizations, data management, etc.
- Strong math skills

CORE COMPETENCIES (SPECIALIST)

- Job Knowledge and Technical Expertise
- Strategic Thinking
- Project Management
- Problem Solving
- Attention to Detail

ADA ESSENTIAL FUNCTIONS

- Ability to converse effectively, both orally and in writing and utilize standard telephones, 2-way radios, and smartphones.
- Ability to read instructions, directions, letters, memoranda, and other written materials.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting, CPA a plus
- 4+ years of work experience in accounting
- 2+ years' experience in internal audit experience preferred

REQUIREMENT

- All positions require candidates to successfully complete our background screening process.

In an effort to protect our environment from paper waste all candidates must apply on-line on our website:

<http://careers.wcsa.com/employment/application.aspx>

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW
Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC
Human Resources Department
801 Mount Vernon Place, NW
Washington, DC 20001**

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.