



Staff CPA

ExtremeTix, Inc. is a privately owned corporation, headquartered in Houston, Texas, that develops and markets innovative, web-based ticketing solutions for air shows, amusement parks, live music venues and events, museums, science centers, renaissance fairs, festivals, Professional Golf Tournaments, and other sporting events. Our pioneering ClicknPrint Tickets® service is the recognized innovation leader in the online purchase and instant printing of event tickets. We also provide a full box office solution, a broad suite of event marketing programs as well as a comprehensive set of event services. The breadth of services we offer our clients uniquely positions us as a company that can meet the needs of virtually any event or venue.

The Staff CPA's duties include general accounting, account analysis, financial statement preparation, GAAP compliance support, fixed asset management, management reporting and audit preparations. We are a privately-held company, but conduct annual financial statement audits.

A brief summary of duties include:

- Prepare monthly draft financial statements
- Manage company payables
- Remit ticket proceeds collected on behalf of our customers nationwide
- Advise senior management about changes in accounting rules to ensure financial reporting is GAAP compliant
- Manage the accounting for the company's fixed asset base
- Prepare the appropriate schedules to support the company's annual financial audits
- Conduct detailed analysis of specific accounts to support ongoing revenue and cost management efforts
- Prepare and booked journal entries as required

We require a degreed accountant with a CPA and 3 to 5 years experience. Prior work history in a service company or consultancy and strong working knowledge of QuickBooks Enterprise Edition is preferred.

The ideal candidate will have:

- Ability to translate financial detail into useful management information
- Excellent organizational skills with the ability to establish and maintain priorities and meet deadlines
- Strong interpersonal and communication skills, both verbal and written
- Experience interacting with a company's customers
- Ability to develop and propose solutions to improve financial management and reporting
- Comfort with a dynamic, rapidly changing environment

We require the candidate to possess:

- An accounting degree from an accredited college or university
- CPA
- Proficiency in Microsoft Office, with emphasis on Excel and Access
- Three to five years progressive accounting experience

Candidates who have the following will receive preference in the hiring decision:

- Experience working in our auditing professional consulting organizations or related service businesses
- Proficiency in QuickBooks Enterprise or Pro Series software

ExtremeTix is a rapidly growing company offering a comprehensive benefits package and competitive compensation. If you are interested in this position, please send your resume and references to Keith Rudy at krudy@extremetix.com.

ExtremeTix, is an equal opportunity employer. Your inquiry will be kept confidential.