



JOB OPENING

Royalties Accountant – Minneapolis Office

Summary:

Provide corporate accounting services that include review of Author Royalty contracts, entering contractual information into the Royalty accounting system, producing Author Royalty statements and payments in accordance with contractual obligations, responding to inquiries regarding Royalty statements and payments.

Primary Responsibilities:

- Reviewing Royalty contracts as they are presented to the Accounting Department for accuracy.
- Enter Royalty contract data into the Royalty Accounting system in accordance with company policy.
- Responsible for verifying the accuracy of the reporting generated by the Royalty Accounting system.
- Prepare Royalty statements for Accounts Payable data entry. Assist with data entry process as needed. Make sure certain payments are generated according to contract specifications.
- Respond to inquiries and audit data accordingly.
- Recommend and carry out improvements in processes where possible.
- Prepare Ad Hoc reporting for management as required.

Relationships

- Reports to the Controller
- Interacts with all aspects of management within the company
- Interacts with Authors and Licensors as needed

Requirements:

- The ideal candidate should have experience in the accounting areas including Royalty Accounting, General Ledger, and Accounts Payable.
- Pays attention to detail.
- Approaches work in a meticulous and thorough manner.
- Self-disciplined with a strong work ethic.
- Excellent communication and interpersonal skills.
- Strong initiative, with the ability to work independently and as part of a team.
- Ability to recognize and understand the cross functional impact of transactions.
- Has excellent attendance and completes work on time.
- Strong interpersonal and analytical skills.
- Team player.

Qualifications:

- Advanced Excel and computer skills.
- Previous Royalty accounting experience.



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- Roth 401(k)

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