

## Staff Accountant

### THE OPPORTUNITY

The Staff Accountant will help support Fanatics' accounting processes, including the receipt and accuracy of all royalty reports and payments specific to the terms of license agreements, proper recording of payments received and receivable, effective communication with licensees as well as other internal and external parties, compliance with revenue share obligations with the company's clients, and other accounting & financial analysis functions related to the business. The individual in this position will work collaboratively with others on the team.

### JOB FUNCTIONS

The position includes the following accounting and analytical support that may include but not limited to:

- Support royalty revenue accounting and ensure that contractual revenue share obligations with its clients
- Applying payments received to licensee accounts and tracking and managing past due invoices and communicating with licensees owing royalties, including tracking licensee guarantee and overage payments
- Collaborate with the Royalty/Licensing/Business Management team to understand the process of reviewing and analyzing licensees' royalty reporting for completeness, accuracy, and compliance with license agreement requirements and the processing of such reports and the impact on accounting for these transactions
- Support processes related to revenue forecasts and monthly/quarterly closing, working closely with clients and colleagues.
- Assist in accounting for the Company's single source apparel license arrangements
- Assist with the Company's licensee audit program
- Thoroughly understand license agreements and monitor to ensure contractual obligations are met throughout all business interactions across assigned licensees
- Help train and manage licensees through the reporting process in a fast-paced, high volume environment and share administrative best practices with licensees
- Ensuring and developing a process for collection, tracking, analyzing, reporting and reconciliation of activity on a daily, weekly and monthly basis
- Ensuring and developing processes for the preparation and recording of required journal entries for certain entities/processes including daily transactions and monthly expense allocations
- Improve financial status by analyzing results and variances, identifying trends, and recommending actions
- Recommend to management any updates to accounting policies related to processes and procedures
- Acquire a deep understanding of the business processes related to assigned area/function (including general ledger accounts and transaction flow)
- Perform duties in compliance with GAAP, company and department policies and procedures, internal controls, and Sarbanes-Oxley requirements if needed
- Assist management on any and all accounting related issues
- Prepare ad hoc financial reporting requests, other analyses and special projects requested by management
- Assist with developing policies, including working with outside service providers as needed (KPMG, EY, etc.)
- Assist with the coordination of the Company's growth and expansion as needed

- Building upon the core accounting function that will facilitate proper accruals for rev share, royalties, sales tax, bad debt reserves and deductions, general P&L accruals, revenue recognition, inventory, travel & entertainment, year-end tax provision, and various other balance sheet items

## PROFESSIONAL EXPERIENCE/QUALIFICATIONS

The ideal candidate will possess the following credentials:

- Bachelor's Degree in Accounting required
- 0 to 3 years' experience
- Ability to handle multiple tasks and stringent deadlines within a fast-paced environment is a must
- Ability to organize and prioritize
- Must have strong analytical skills and attention to detail
- Must have excellent communication skills – verbal and written
- Ability to effectively work with multiple departments and levels within the organization
- Proficiency with accounting and/or analytic software tools preferred; comfortable embracing and leveraging new software tools
- Must be proficient in Microsoft Excel – experience in Pivot Tables, VLookups, & other formulae
- Ability to travel when required

## CERTIFICATION

A CPA (Certified Public Accountant) seeking or desire for certification a plus (positive attribute)