

JOB DESCRIPTION

ACCOUNTING MANAGER



Facility Name:	FORD CENTER
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JOB INFORMATION

Job Title:	ACCOUNTING MANAGER	Department:	FINANCE
Reports To:	FINANCE DIRECTOR	FLSA Status:	Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>
Prepared By:	JIM RENEER	Date Prepared:	12/17/18
Approved By:		Approved Date:	

SUMMARY

This position is responsible for assisting with critical accounting functions for various departments which includes but is not limited to the following responsibilities: supervision of event day merchandise staff and sales on the evening of the event; reconciling bank balances on a daily basis; settle Victory Theatre ticketed shows on the evening of the event; work directly with the Food & Beverage department to create each event's analysis report; work with Finance Director to prepare and maintain balance sheet, bank reconciliations, event P&L, and month end P&L; assuring the timely and accurate distribution and processing of accounting information by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following as either a primary or secondary responsibility. Other duties and responsibilities may be assigned.

1. Customer Focus: Is dedicated to meeting and/or exceeding the expectations and requirements of internal and external customers.
2. Integrity and Trust: Is widely trusted and is seen as a truthful individual who keeps confidences, admits mistakes, doesn't misrepresent him/herself and is highly respectful of others.
3. Communication: Consistently exhibits courteous, respectful, non-defensive and appropriate communications and presents information in a concise and understandable format.
4. Teamwork: Works cooperatively with others in the accomplishment of joint tasks and common objectives. Contributes to a positive work environment, fosters collaboration and provides a tangible contribution.
5. Coordinate sale of show merchandise by advancing the needs and expectations of the show representative as well as schedule staffing and settle sales totals at the end of the event. These shifts can go as late as 2am.
6. Reconcile bank balances daily by updating ledgers using source documents of activity.
7. Work with Victory Theatre management to settle ticketed events and bill non-ticketed events. Shifts for ticketed events can go as late as midnight.
8. Prepare and F&B analysis report based on a prior day event(s) and also confirm all cash and credit card sales total have deposited into the operating account.
9. Supervise payroll for merchandise staff and hockey players during season.
10. Work with Directors & Managers to coordinate all AR billing for customers as well as send statements / make calls for outstanding balances.
11. Assists with monthly closings, preparation of reports for the City, profit and loss for events, and related special projects, as required.

SUPERVISORY RESPONSIBILITIES

This job has supervisory responsibilities of part-time help.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

1. Requires an Associate or a Bachelor Degree in Accounting or Finance ; or prior experience of 3 plus years.
2. Demonstrated knowledge of event center practices including ability to follow instructions.
3. Requires experience with Microsoft Office. Knowledge of Ticketmaster, Quickbooks and NCR Quest a plus.

LANGUAGE SKILLS

1. Ability to read and comprehend instructions, correspondence, and memos.
2. Ability to write simple correspondence.

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3. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
4. Ability to speak and understand English.

MATHEMATICAL SKILLS

1. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.
2. Ability to apply concepts of basic math on an Excel spreadsheet, calculator, or cash register.

REASONING ABILITY

1. Ability to define problems, collect data, establish facts and draw valid conclusions.
2. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Applicant must possess current, valid driver's license and a current working home telephone with a number that can be accessed by building management for business contact purposes.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
2. The employee is occasionally required to stand and walk.
3. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 80 pounds.
4. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is usually moderate; however, during some events, can become quite loud.

CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel so classified. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have read and understand this Job Description and confirm that I meet the minimum requirements and can perform the essential duties and responsibilities as listed herein.

Employee Signature:		Date:	
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