

# BUSINESS MANAGER

Barry P. Bonvillain Civic Center



## SUMMARY

Supervise ongoing accounting procedures relative to operations, and prepare routine financial and operational reconciliations, reports, and event settlements. Maintain accounting systems. Supervise the preparation of reports and reconciliations, including event settlements and budget materials, and the organization of accounting records and files. Direct and supervise the Food & Beverage Department and the Box Office.

### JOB OVERVIEW

#### Starting Pay

\$53,581 - \$68,786 per year

#### Schedule

Monday- Friday

*Schedule may vary based on events to include some nights, weekends, and holidays. Set schedule not guaranteed. Long and irregular hours may be required.*

#### Shift

8 a.m. - 5 p.m.

### LOCATION

Barry P. Bonvillain Civic Center

### REPORTS TO

Civic Center Director

### PHYSICAL DEMANDS

- Lift up to 25 lbs. (light)
- Walk and stand for long periods of time

### WORK ENVIRONMENT

- Interactions with members of the public

### EMERGENCY EVENTS

Required to work during emergency events.

## ESSENTIAL FUNCTIONS

1. Manage ongoing accounting procedures, including invoicing, cash receipts, disbursements, data entry, journal entry preparation, cash flow reconciliations, regular report preparations, and closings.
2. Serve as purchasing agent for facility following standard operating procedures for purchasing. Administer contracts, including communications, food/beverage, exclusive contractors, and insurance.
3. Manage invoice payment processing and ensure that source documentation is appropriate and properly coded.
4. Manage accounting cash flow needs to allow for minimum operating account balances and timely payment of accounts payables. Account for deposits and reimbursements within time requirements of contracts.
5. Manage accounts receivables billing function to ensure that revenues earned are properly accounted for and reported.
6. Prepare and analyze budget and financial reports for the director and assist in monitoring the use of assets and purchasing/spending activities, especially related to budgets.
7. Maintain internal auditing program inclusive of the box office, inventory, payroll, and other expenses. Coordinate relations with independent auditors for the facility portion of the audit, including workpaper preparation and scheduling of audit work.
8. Review and maintain event payroll reports, logs of wage analyses, project lists, and purchase orders. Sign event checks and comply with tax requirements.
9. Ensure regulatory compliance in personnel management, particularly as it pertains to labor laws, insurance, and company policies.
10. Work with booking agents/agencies on deal points for touring/ticketed shows and account for event-related expenses to be included in event settlements.
11. Review insurance certificates to ensure compliance with lease contracts.
12. Supervise preparation of and monitor the status of performance settlements and other specialized invoices, reports, etc. Prepare tax forms and license/permit applications for facility events.
13. Direct, oversee, and train box officer supervisor, including scheduling of box office, work assignments, operations, duties, and staffing.
14. Perform other duties as assigned by supervisor.

## GENERAL REQUIREMENTS

1. Strong organization and communication skills, specifically the ability to communicate well with others on a management level.
2. Ability to handle all aspects of the accounting cycle and principles and techniques of box office operations.
3. Ability to prepare and analyze budget and financial reports and correspondences.
4. Ability to work under above-average pressure in meeting urgent deadlines.
5. Ability to serve as manager on duty for events when required.

Continue to next page.

## EDUCATION, EXPERIENCE, AND LICENSES

1. Bachelor's degree in accounting or related field.
2. Two to four years of public accounting experiences.
3. Significant experience in budgeting and fund accounting procedures and government practices.
4. Excellent Microsoft Office/Excel skills.
5. Experience and skill in personnel management, fiscal planning, budget preparation/administration, data collection, written analysis, development and implementation of policies and procedures, effective oral and written communications, effective training, report preparation, and design and implementation of accounting, financial, and human resources systems and controls.
6. Experience in arena facilities preferred.
7. Combination of education and experience will be evaluated.



Questions? No problem! Email us at  
[employment@tpcg.org](mailto:employment@tpcg.org).