

JOB DESCRIPTION

Accounting Manager



Facility Name:	VENUWORKS OF CEDAR RAPIDS, L.L.C.
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JOB INFORMATION

Job Title:	Accounting Manager	Department:	Accounting/HR
Reports To:	Nicole Wright	FLSA Status:	Exempt <input checked="" type="checkbox"/> Non Exempt <input type="checkbox"/>
Prepared By:	Nicole Wright	Date Prepared:	3-24-17
Approved By:	Sharon Cummins	Approved Date:	3-24-17

SUMMARY

This position entails a variety of accounting duties including billing and tracking of accounts receivable, accounts payable, processing bi-weekly payroll and human resources responsibilities. Additional duties include internal auditing, oversight of purchasing procedures and other general financial duties under the direction of the Finance Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Oversee all financial aspects of accounting for one of the four venues within VenuWorks of Cedar Rapids as assigned. Process the month-end and year-end financial reporting which includes various bank account and GL account reconciliations, analyze and interpret monthly financial statements, develop variance reports and complete monthly forecasting.
2. Process incoming accounts payable invoices, maintain vendor accounts and statements and work with Director of Finance on annual 1099 filings.
3. Invoice accounts receivable bi-monthly for customer groups and ensure amounts due are paid in a timely manner, research customer claims of invoice payment, process credit card charge backs, returns and bad checks.
4. Enter finalized cash receipts into accounting records and update accounts receivable ledger by client for all facility users.
5. Oversee the processing of the bi-weekly payroll for all VenuWorks of Cedar Rapids full-time and part-time staff using the Aureon Payroll system.

OTHER RESPONSIBILITIES

1. Assist in show settlement and work with prime tenant on monthly financials.
2. Contribute to the creation of an annual budget, year-end reforecasting and other analytical spreadsheets as request.
3. Recognize opportunities for cost savings.
4. Maintain Purchase Order Tracking log for multiple venues.
5. Work together with managers and staff to process all aspects of payroll with our payroll provider Aureon.
6. Work with Director of Finance on all regulatory filings bi-weekly, bi-monthly and annually. (OSHA, Department of Labor, Payroll, Subcontractors.)
7. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

N/A

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QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty 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. A demonstrated ability to follow directions and complete assigned tasks with a minimum of instruction and supervision is essential. Work hours and schedules may vary, and will include occasional evenings and weekends.

EDUCATION and/or EXPERIENCE

Bachelor Degree from four-year College or University in Accounting, or other Business degree with relevant experience required. Two years of general business accounting experience, as well as experience with payroll processing and related reporting. Proficiency in QuickBooks accounting systems. Proficiency with MS Office programs. Demonstrated knowledge of accounting and business practices using generally accepted accounting principles.

CERTIFICATES, LICENSES, REGISTRATIONS

Applicant must possess current, valid driver's license and a current working telephone with a number that can be accessed by building management personnel for business contact purposes. Must have excellent computer skills, including experience with the Microsoft Office programs, such as Word, Excel, and PowerPoint.

LANGUAGE SKILLS

Ability to read, analyze and interpret instructions, general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to engage in public speaking.

MATHEMATICAL SKILLS

Ability to add, subtract, multiple and divide in simple and complex equations. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

COGNITIVE SKILLS/REASONING ABILITY

1. Ability to recognize casual relationships, discriminate between behavior mechanisms, and identify elements that are relevant to the validation of a judgment.
2. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
3. Ability to remember previously learned material such as specifics, criteria, techniques, principles and procedures, grasp and interpret the meaning of the material and use learned material in new and concrete situations.
4. Ability to break down material into its component parts so that its organizational structure can be understood.
5. Ability to judge the value of material for a given purpose on the basis of consistency, logical accuracy, and comparison to standards.
6. Ability to put parts together to form a new whole or proposed set of operations.
7. Ability to relate ideas and formulate hypotheses.
8. Ability to appraise judgments involved in the selection of a course of action.
9. Ability to identify choices and potential outcomes, determine importance of outcomes, combine information to prioritize options and make decision based on best and most important choice.
10. Ability to solve complex problems with sensitivity and diplomacy, while displaying decisive executive leadership.
11. Ability to maintain a calm, composed presence in an often fast-paced environment where multiple tasks, events and stimulus may occur simultaneously.

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 position.

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1. While performing the duties of this job, the employee is regularly required to reach with hands and arms and talk or hear.
2. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel.
3. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
4. The employee must regularly lift and/or move up to 25 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.
6. The employee must be able to travel distances on foot quickly to attend to a variety of needs while on site at the venues.

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.

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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