

JOB DESCRIPTION

Accounting Manager



Facility Name:	VENUWORKS OF JOLIET, LLC (RIALTO SQUARE THEATRE)
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JOB INFORMATION

Job Title:	Accounting Manager	Department:	Accounting/HR
Reports To:	Executive Director	FLSA Status:	Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>
Prepared By:		Date Prepared:	
Approved By:		Approved Date:	

SUMMARY

This position entails a variety of accounting and payroll responsibilities including accounts receivable, accounts payable, processing bi-weekly payroll, and functioning as the primary HR liaison with third party PEO. Additional duties include account reconciliations, enforcing purchasing procedures and other general financial tasks under the direction of the Executive Director and Corporate Finance Vice President.

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

1. Process employee payroll on time and through the appropriate channels with strict attention to detail. Manage external time keeping software to ensure accuracy and ease of use and functionality. Maintain general ledger with regard to payroll transactions, including multiple allocations to buildings, departments, and events.
2. Complete HR reporting documents and coordinate with third party PEO. Ensure accurate recordkeeping in accordance with company policy and requirements of third party PEO. Verify accurate reporting of payroll hours with the appropriate management personnel prior to processing payroll.
3. Maintains employee files and records according to HR policies.
4. Monitor PO system for appropriate approvals, general ledger coding, and bill receipt and entry. Monitor and adhere to all vendor payment agreements, correctly enter new vendors, and maintain accurate 1099 data.
5. Process accounts payable checks in a timely manner and produce annual 1099 forms.
6. Post daily deposits accurately and follow up on any discrepancy or question. Initiate collections conversations with appropriate department, management, or customer regarding past-due accounts.
7. Transports bank deposits.
8. Oversee cash on hand, consisting of change funds and petty cash. Reconcile Food & Beverage sales reports to cash received, prepare change fund bags for F&B operations.

OTHER RESPONSIBILITIES

1. Participation in venue events in various capacities, possible nights and weekends. Software conversion data analysis and entry.
2. Report and remit all sales tax estimates and reports on time and accurately. Reconcile payable reports each month to follow up on open purchase orders. Manage and distribute monthly budget reports to department heads accurately and on time.
3. Maintain customer and event database to ensure information is accurate, including billing addresses, wire or ACH data, and event details.

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4. Review for discrepancy and accuracy, balance, and enter sales data from various POS and ticketing systems to general ledger accounting system timely and accurately.
5. Perform monthly, quarterly, and annual accounting activities including reconciliations of bank and credit card accounts, review of financial reports and support as necessary, including reconciliation of prepaid and accrual accounts.
6. Collect and assist in compiling and communicating financial results to management. Assist in the analysis and reporting of financial status including income statement variances to budget.

SUPERVISORY RESPONSIBILITIES

No supervisory duties.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. A demonstrated ability to follow directions and complete assigned tasks with a minimum amount of instruction and supervision is essential. Ability to organize work flow and meet established deadlines. This position requires skill in meeting and/or exceeding the expectations, being articulate with well-developed communication skills and personal poise. This position requires excellent teamwork skills, working 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.

Work hours and schedule are generally Monday – Friday 9:00am to 5:30pm but will vary with attendance during events and may include holidays, evenings and weekends.

EDUCATION and/or EXPERIENCE

1. Bachelor's Degree from four-year College or university in accounting, business administration, or related.
2. A minimum of two years (2) experience in general business accounting experience, as well as experience with payroll processing and related reporting.
3. Proficiency in PC-based accounting systems desired.
4. Demonstrated knowledge of accounting practices using generally accepted accounting principles preferred.
5. Other combinations of experience and education that meet these requirements may be substituted.

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.

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.

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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.

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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