



**VenuWorks of Bemidji, LLC
The Sanford Center
Job Description**

Job Title: Director of Finance
Status: Full-Time Salaried
Hours: Required to work all hours—days, nights, weekends, & holidays. Required to work events. Continued hours of work may be long and varied.
Department: Finance
Reports To: Executive Director
FLSA Status: Exempt

SUMMARY

The Business Manager is responsible for all financial activity of The Sanford Center including financial management and control, MIS, accounting and bookkeeping, internal auditing, purchasing, payroll and other general financial duties. This person will implement and ensure compliance with VenuWorks established controls which have been developed to safeguard assets and properly record revenues and expenditures according to GAAP. This person will administratively close out events. This individual will serve as principal personnel officer and supervise the Ticket Office Manager and ticketing functions of the facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages cash flow, accounts receivable, accounts payable, general ledger activities, insurance, and payroll functions related to the day-to-day business operations.
- Has a complete understanding of all event contracts and the terms of settlement related to events. Enforce compliance with the financial terms of each contract and ensure that each client provides the proper certificates of insurance. Participate in all event settlement activities and finalize all financial settlements in a timely manner upon completion of each event.
- Provides monthly income statements, balance sheets, statements of cash flow, and other financial information with appropriate supporting to the Executive Director, VenuWorks, and City of Bemidji.
- Provides overall financial direction to The Sanford Center and implement appropriate VenuWorks control procedures, including but not limited to: box office activities, development activities, marketing activities, purchasing activities, and Food & Beverage activities.
- Assists the Executive Director with preparation of annual budget, obtaining line-item detail from appropriate personnel.

- Provides appropriate information to external auditors and assist with final preparation of year-end financial statements.
- Participates in preparation of annual performance appraisals for appropriate staff.
- Maintains operating and box office checking accounts, savings accounts, petty cash, etc. with accuracy and reliability, providing timely deposits, disbursements and reports.
- Oversees personnel services, including benefits, personnel policy, and compliance with personnel laws and regulations in addition to VenuWorks Policies.
- Implements service standards for all cash sales services based on VenuWorks guidelines.
- Supervises Ticket Office Manager and operation of the ticket office.
- Assures the proper accounting of all money and tickets for events serviced by the building.
- Serves as the principal contact with contracted ticketing agency and assures compliance with all service standards and contract provisions.
- Maintains daily records of business transactions, including but not limited to, daily sales, accounts receivable, bad checks and charges, long and short show reports, complimentary tickets, and the recording and deposit of daily receipts.
- Assists in event settlements with promoters.
- Performs other duties, functions and special projects as assigned by Executive Director.

SUPERVISORY RESPONSIBILITIES

Supervises Ticket Office Manager. Carries out supervisory responsibilities in accordance with VenuWorks policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily as listed above. These requirements 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 vary each week, and you will be required to work evenings and weekends.

EDUCATION and/or EXPERIENCE

Bachelor Degree from four-year college or university in Accounting or other Business degree with relevant experience.

Four years of general business accounting experience.

Proficiency in payroll processing and related reporting.

Proficiency in Quick Books accounting software or similar accounting packages.
Proficiency with MS Office programs.
Demonstrated knowledge of Generally Accepted Accounting Principles.

CERTIFICATES / LICENSES / REGISTRATIONS

CPA is not necessary, but strongly encouraged. Applicant must possess current valid driver's license and a current working home telephone with a number that can be accessed by building management personnel for business contact purposes.

LANGUAGE SKILLS

Ability to read and comprehend business periodicals; professional journals; job-related procedures and manuals; and government documents.

Ability to provide management and staff with concise, accurate guidelines regarding financial practices.

Ability to write professional correspondence, prepare professional reports, and conduct professional presentations.

MATHEMATICAL SKILLS

Keen understanding of accounting principles and practices and ability to provide accurate financial reports, identify areas of concern, and forecast future projections. Strong cash-handling skills, experience with inventory control procedures, and good overall skills in working with numbers.

REASONING ABILITY

Ability to solve complex problems with sensitivity and diplomacy, while displaying decisive executive leadership.

Ability to define problems, evaluate data, establish facts, and draw valid conclusions.

Ability to maintain a calm, composed presence in an often fast-paced environment where multiple tasks, events and stimulus may occur simultaneously.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and reach with hands and arms.

The employee is occasionally required to stand; walk; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. 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.

While performing the duties of this job, the employee may occasionally be exposed to moving mechanical parts, fumes, and/or airborne particles. The noise level in the work environment is usually moderate.

CONCLUSION:

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of all 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 at any time terminate the employment with or without cause.

I have read and understand the Job Description and confirm that I meet the minimum job requirements and can perform the primary job responsibilities as stated for this position.

Employee Signature

Date