JOB DESCRIPTION
BUSINESS MANAGER

JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports To:</td>
<td>FLSA Status: Exempt ☐ Non Exempt ☐</td>
</tr>
<tr>
<td>Prepared By:</td>
<td>Date Prepared:</td>
</tr>
<tr>
<td>Approved By:</td>
<td>Approved Date:</td>
</tr>
</tbody>
</table>

SUMMARY
Under the supervision of the Executive Director, the Business Manager is responsible for all financial activity of the building, including financial management and control, accounting and bookkeeping, internal auditing, purchasing, payroll and other general financial duties. This person will develop, install and monitor controls established to safeguard assets and properly record revenues and expenditures according to GAAP. This individual will serve as human resources manager and will have oversight of ticket office activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Oversee cash flow, accounts receivable, accounts payable, general ledger activities, insurance, and payroll functions related to the day-to-day business operations.
2. Have a complete understanding of all event contracts and the terms of settlement related to facility events. Enforce compliance with the terms of each contract and ensure that each client provides the proper certificates of insurance. Participate in all event contracting and settlement activities and finalize all financial settlements in a timely manner upon completion of each event.
3. Provide monthly income statements, balance sheets, statements of cash flow, and other financial information with appropriate supporting documentation to meet all specific reporting requirements of the Executive Director, VenuWorks, and the City of Ottumwa.
4. Provide overall financial direction to the building and establish appropriate control procedures, including but not limited to: ticket office activities, development activities, marketing activities and purchasing activities.
5. Assist the Executive Director with preparation of annual budget, obtaining line-item detail from appropriate personnel.

OTHER RESPONSIBILITIES
6. Provide appropriate information to external auditors and assist with final preparation of year-end financial statements.
7. Oversee human resources services, including benefits, enforcing personnel policy, required filing, processing payroll and compliance with HR laws and regulations, and VenuWorks’ policies.
8. Implement service standards for all cash sales based on VenuWorks’ guidelines.
9. Maintain regular office hours
10. Perform other duties, functions and special projects as assigned by Executive Director.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the VenuWorks’ policies and applicable State and Federal laws, as determined by the Executive Director. Responsibilities may include training employees; planning, assigning, and directing work; appraising job performance; rewarding or disciplining employees; addressing complaints and resolving conflicts.

QUALIFICATIONS
JOB DESCRIPTION
BUSINESS MANAGER

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.

1. A demonstrated ability to follow directions and complete assigned tasks with a minimum of instruction and supervision is essential.
2. Work hours and schedules vary each week, and you will be required to work evenings, weekends and holidays.

EDUCATION and/or EXPERIENCE
1. Bachelors Degree from a four-year college or university in Accounting, or other Business degree with relevant experience.
2. Four years of general business accounting experience
3. Proficiency in payroll processing and related reporting
4. Proficiency in QuickBooks accounting software
5. Proficiency with MS Office programs, particularly Excel and Word
6. Demonstrated knowledge generally accepted accounting principles

CERTIFICATES / LICENSES / REGISTRATIONS
1. Certification or designation such as CPA, CIA, etc. is not necessary, but preferred.
2. Applicant must poses a current valid driver’s license and current working telephone number that can be accessed by building management for personnel or business contact purposes.

LANGUAGE SKILLS
1. Ability to read and comprehend business periodicals; professional journals; job-related procedures and manuals; and government documents.
2. Ability to provide management and staff with concise, accurate guidelines regarding financial practices.
3. Ability to write professional correspondence, prepare professional reports, and conduct professional presentations.
4. Ability to speak and understand English.

MATHEMATICAL SKILLS
1. Keen understanding of accounting principles and practices and ability to provide accurate financial reports, identify areas of concern, and forecast future projections
2. Strong cash-handling skills
3. Experience with inventory control procedures
4. Good overall skills in working with numbers.

REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to remember previously learned material such as specifics, criteria, techniques, principles, and procedures; ability to grasp and interpret the meaning of material; ability to use learned material in new and concrete situations; ability to break down material into its component parts so that its organizational structure can be understood; ability to recognize casual relationships, discriminate between behavior mechanisms, and identify elements that are relevant to the validation of a judgment; ability to put parts together to form a new whole or proposed set of operations; ability to relate ideas and formulate hypotheses; ability to judge the value of material for a given purpose on the basis of consistency, logical accuracy, and comparison to standards; ability to appraise judgments involved in the selection of a course of action; 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.
JOB DESCRIPTION
BUSINESS MANAGER

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 talk or hear. The employee frequently is required to sit and reach with hands and arms.
2. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl.
3. The employee must occasionally lift and/or move up to 25 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. While performing the duties of this job, the employee may occasionally be exposed to moving mechanical parts, fumes, and/or airborne particles.
2. 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. 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.

<table>
<thead>
<tr>
<th>Employee Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>