

JOB DESCRIPTION BUSINESS MANAGER



Facility Name:	VENUWORKS OF JOLIET, LLC
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JOB INFORMATION

Job Title:	Business Manager	Department:	Fina
Reports To:	Executive Director	FLSA Status:	Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>
Prepared By:	Angela Bohlen	Date Prepared:	03/2020
Approved By:	Tim Sullivan	Approved Date:	03/2020

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 monitor controls established to safeguard assets and properly record revenues and expenditures according to GAAP. This individual will serve as the primary point of contact for VenuWorks’ payroll and human resources provider.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide overall financial direction to the venue and maintain appropriate financial controls related, but not limited to; accurate reporting; segregation of duties, authorization of transactions, retention of records, and physical safeguards to protect the assets of the venue.
2. Oversee financial reporting, cash flow projections, accounts receivable, accounts payable, general ledger activities, insurance, box office activities, purchasing activities, employee expense reimbursements, and event settlements.
3. Provide accurate and timely reports, including but not limited to; monthly income statements, balance sheets, aging and receivable summaries, event profit and loss reports, and ad hoc financial reports to management, the client, and VenuWorks’ corporate office.
4. Assist the Executive Director with preparation of annual operating and capital budgets, and obtain line item detail from appropriate department heads.
5. Serve as the main point of contact for VenuWorks’ human resources and payroll provider.
6. Have a complete understanding of all event contracts and the terms of settlement related to venue events. Enforce compliance with the terms of each contract and ensure that each client provides the proper certificates of insurance and tax exemption documentation. Participate in event settlement activities as requested by the Executive Director, and finalize all financial settlements in a timely manner upon completion of events.

OTHER RESPONSIBILITIES

1. Maintain oversight of operating and box office checking accounts, saving accounts, petty cash, inventories, and other assets with accuracy and reliability, providing timely deposits and disbursements.
2. Serve as primary contact providing financial information requested by external auditors and the client.
3. Greet the public and clients in a courteous manner, help resolve customer problems as necessary, and provide appropriate information to venue patrons in carrying out the day to day responsibilities inherent with this position.
4. Participate in preparation of annual performance appraisals for appropriate staff as applicable.
5. Perform other duties, projects, and special functions as requested by the Executive Director and VenuWorks’ CFO.

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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.

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. Bachelor's 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 of generally accepted accounting principles.

CERTIFICATES / LICENSES / REGISTRATIONS

1. Certification or designation such as CPA, CIA, etc. is not necessary, but preferred.
2. Applicant must possess a current valid driver's license.

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.

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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.

Employee Signature:		Date:	
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