



Position: Director of Finance (DOF) – Maternity Leave 13 Month Term
Facility Name: Avenir Centre
Location: Moncton, NB

POSITION: Director of Finance (DOF)

DEPARTMENT: Finance

REPORTS TO: General Manager

FUNCTIONAL REPORTS TO: Regional Director of Finance

FLSA STATUS: Full Time – 13 Month Term

Summary

The DOF will oversee the finance and accounting functions of (venue). Directly supervising Finance Department employees in the day-to-day functions involved in proper facility accounting. Carries out supervisory responsibilities in accordance with ASM's policies and applicable laws. These responsibilities and tasks are coordinated with the General manager, as well as ASM's Regional Director of Finance. Where applicable, this may include oversight of the Box Office, IT and/or purchasing.

Essential Duties and Responsibilities

Other duties may be assigned. Some Travel Required.

- Manage and maintain internal controls and compliance in Accounts Payable, Accounts Receivable, and Box Office/Ticketing. Maintain compliance for tax reporting purposes.
- Review and sign off bank reconciliations, account reconciliations, and other analyses as needed
- Create, maintain, and manage budgeting and forecasting including, but not limited to, operating budget, monthly forecasting, capital budget, and cash flow analysis
- Perform and manage show related activities such as settlements, accounting, and event reporting.
- Accounting for box office/ ticketing funds.
- Supervise the process of recording manual journal entries and oversee various finance related processes (fixed assets, payroll, etc.) to ensure accounting records are complete and accurate.
- Review and sign off financial statements, budget reports, and event flash reports in a timely and accurate manner.
- Work with outside auditors to complete the annual audit and issue audited financial statements.
- Prepare other financial reports and analyses as requested.
- Manage the facility's cash flow needs, investing idle funds while maintaining a minimum operating account balance to fund operations.
- Manage all Payroll, Accounts Payable, & Accounts Receivable functions

Supervisory Responsibilities

- Hire, train, and retain finance and accounting staff.

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.

Education and Experience

- B.S. in Accounting or Finance from 4-year college/university or equivalent
- Minimum 5-7 years of related work experience
- Experience in developing and implementing policies and procedures as well as financial systems and controls
- Capable of handling all aspects of the accounting cycle and principles and techniques of venue operation
- Experience using Excel, Word, and PowerPoint
- Experience in the facilities/arena management industry (Preferred not Required)

Skills and Abilities

- Strong business acumen and ability to influence change and drive to results
- Extensive knowledge of general and cost accounting
- Excellent math skills; high aptitude for figures
- Excellent communication, interpersonal skills, and organizational ability
- Ability to work with and maintain highly confidential information is required
- Strong supervisory skills
- Strong written and oral communication skills with the ability to communicate well both inside and outside the organization
- Strong organization skills with attention to detail
- Excellent verbal, written and interpersonal skills essential

Computer Skills

- Extensive knowledge of accounting software, spreadsheets, and word processing software

Certificates, Licenses, Registrations

- CPA is preferred; however, qualified candidates will be considered.

Other Skills and Abilities

- Must be able to maintain strict confidentiality and judgment regarding privileged information.
- Ability to work under above average pressure in meeting urgent deadlines.
- Ability to work long, irregular hours and weekends as dictated by event schedules and projects.
- Must be able to prioritize and complete work assignments on a timely basis.

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.

Specific vision abilities required by this job include close vision for review of statistical and other financial records and information.

Please Note: All successful candidates will be required to successfully complete a background check, which may include criminal, credit, credential and reference check.

To Apply: Please forward your resume/cover letter to: mstiles@avenircentre.com