



Position Announcement: Facility Accounting Director

Stockton, CA

Stockton Arena, Bob Hope Theatre, Oak Park Ice Arena, Stockton Ballpark

POSITION: Facility Accounting Director
REPORTS TO: General Manager
FLSA STATUS: Exempt

SMG Stockton manages the operations of the Stockton Arena, Bob Hope Theatre, Oak Park Ice Arena and the Stockton Ballpark. The Facility Accounting Director is responsible for the financial operations of these venues with a budget of approximately \$3 million annually. This is an exciting opportunity for a qualified individual seeking to move to the next level in their career.

Major Responsibilities

- Assists in the development and implementation of facility goals and priorities relating to financial management, budget, accounting, purchasing, and/or payroll in compliance with State and Federal law, and SMG policies and procedures.
- Monitors SMG compliance with all provisions of the management contract.
- Reviews all contracts for client, events, subcontractors, food and beverage or concessionaires.
- Reviews and/or prepares event settlements.
- Monitors and projects daily cash flow.
- Reviews all purchasing of office supplies and facility supplies.
- Develop and implement all financial reporting, including:
 - Prepares monthly financial statements for the Client and SMG Corporate, and other financial reports, including the Annual Budget.
 - Directs the installation and maintenance of accounting records to show receipts and expenditures.
 - Directs the maintenance of general and subsidiary ledgers, accounts receivable, revenue distribution, and operating expenses, and insurance records.
 - Analyzes financial performance and cost analyses for all departments; recommends appropriate actions/changes in order to meet business goals.
 - Prepares statements and reports of estimated future costs and revenues.
 - Directs internal audits involving review of accounting and administrative controls.
 - Coordinates preparation of Client or external audit materials and financial reporting; implements recommendations of Client as requested
 - Coordinates year-end report of fiscal performance for the General Manager's report.
- Directs the installation and maintenance of any new accounting, timekeeping, payroll, inventory, and other related procedures and controls.
- Reviews financial statements with management personnel.
- Participates in the Executive On Duty Program.
- All other duties as assigned.

Supervisory Responsibilities

Is responsible for the overall direction, coordination, and evaluation of these units. Directly supervises the Finance Department employees. Carries out supervisory responsibilities in accordance with SMG's policies and applicable law.

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 a four-year college or university.
- At least 2 years' experience in public accounting and/or financial management

Skills and Abilities

- Extensive knowledge of general 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.
- Effective supervisory skills

Computer Skills

- Knowledge of Sage 50 Accounting software desired; spreadsheets and word processing software.
- Experience with ADP or similar payroll systems desirable.

Other Skills and Abilities

- Ability to work under limited supervision and to interact with all levels of staff including management.
- Ability to work irregular hours that may vary due to functions and may include day, evening, weekends and holidays Ability to prioritize multiple projects and meet strict deadlines
- Must have professional attitude and appearance

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.

Note

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

TO APPLY:

This position offers a competitive salary and benefit package. **Resumes must include salary requirements for consideration and may be sent to:**

Celeste Benoit, HR Manager
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SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.