



**DIRECTOR OF FINANCE
SPARTANBURG MEMORIAL AUDITORIUM**

The Spartanburg Memorial Auditorium is the largest theater in the Carolinas with a capacity of 3,243. The Auditorium also has a downstairs exhibit hall with 13,000 sq ft and a capacity for performance events of 1,800.

REPORTS TO: CEO

STATUS: Salaried Exempt

PRINCIPAL FUNCTION:

This position supervises the accounting department of the facility and the preparation of financial and operational reconciliations, reports and settlements.

ESSENTIAL RESPONSIBILITIES:

- • Serve as purchasing agent for the facility.
- • Manage the processing of invoices for payment.
- • Manage cash flow needs.
- • Manage monthly accounting of revenues billed and collected.
- • Maintains planning and control procedures, analyzes and report variances from budgets and projections.
- • Responsible for compliance with all federal, state and local corporate payroll and other applicable taxes.
- • Responsible for filing all admissions, sales and other taxes as required by law.
- • Furnish internal reports, revise and update reports to be more useful and efficient, and furnish external reports as necessary.
- • Supervise ticket office.
- • Prepare monthly financial reports and statements for the CEO.
- • Works with the CEO to prepare the annual operating budget for the facility.
- • Reconciles monthly bank and related financial statements.
- • Maintains and insures that data for the Event Profit and Loss reports is entered promptly and accurately by staff responsible for such the entries.
- • Prepare annual financial statements and provide assistance to auditors.
- • Arrange periodic investment of available funds.
- • Monitor balances of various accounts and make inter-company transfers as needed.
- • Prepare wire transfers.
- Establishes and insures that all internal cash and other financial controls are in place and followed by all employees.

- Periodically conducts internal checks and audits to insure accurate financial controls are being followed.
- Responsible for doing settlements with facility users for events.
- Compile information for insurance policy bids and insurance renewals.
- Supervise maintenance of incident and insurance reports, including general liability and workers compensation claims.
- Serves as the HR manager. Maintain PTO records for employees and employee personnel and medical files.
- Perform other related duties, tasks and responsibilities as required.

QUALIFICATIONS/SKILLS:

Required:

- Bachelor's degree in accounting, finance or related field.
- Three years experience in finance or related field
- Experience with Quickbooks accounting software
- Experience with Excel spreadsheets
- Ability to promote and participate in a team environment.
- Ability to understand written and oral direction and to communicate same with others.

OTHER REQUIREMENTS:

Requires occasional lifting of up to 20 pounds in weight. Hours may be extended or irregular to include nights, weekends, and holidays.

SALARY RANGE: \$55,000-\$60,000 annually

BENEFITS: Employee is eligible for the Spartanburg Memorial Auditorium full time employee benefit package.

Email resume to:

Roger Newton
Spartanburg Memorial Auditorium
newton@crowdpleaser.com

Open until position is filled

NO PHONE CALLS PLEASE