

THERECC.CA

JOIN THE TEAM

RATH EASTLINK COMMUNITY CENTRE

DIRECTOR OF FINANCE (DOF)

Full Time - REPORTS TO GENERAL MANAGER

WAGE: Negotiable, based on experience

Benefits package | 2 weeks' vacation | Special Leave and Holiday Pay | Full RECC Facility Family Membership

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 RECC's policies and applicable laws. Where applicable, this may include oversight of the facility payroll, Box Office, IT and/or purchasing.

DUTIES AND RESPONSIBILITIES (Included, but not limited to)

- ▶ Manage and maintain internal controls and compliance in Accounts Payable, Accounts Receivable, and Box Office/Ticketing. Maintain compliance for tax reporting purposes.
- ▶ Prepare 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.
- ▶ Prepare, 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 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 AND REQUIREMENTS

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 & 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 & 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 & 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.

! Current Criminal Record and Child Abuse Registry Checks are mandatory conditions for RECC employment. They must be completed and submitted before any training will begin. Wage offered is based on previous experience and level of training and/or certifications.

COVER LETTER + RESUME SUBMISSION: DIRECT TO ▶ MMOORE@THERECC.CA

We welcome cover letters and resumes from all qualified applicants. However, only those selected for an interview will be contacted.