



JOB TITLE: Accounting Manager
DEPARTMENT: Administration - Accounting
REPORTS TO: Financial Controller

FLSA Status: Exempt

POSITION SUMMARY: This position is responsible for assisting the Controller in the management of the accounting department. Key aspects of the role include: assisting in financial statement preparation and analysis, the annual audit, account reconciliations, and managing the Accounts Payable and Purchasing function. In addition, this role is expected to make recommendations regarding accounting practices, policies and procedures.

DUTIES:

- Supervise AP Specialists and Purchasing Coordinator
- Review and approve vendor invoices, vendor invoice journals and payment journals
- Review and approve Purchase Requisitions
- Assist in preparing the Comprehensive Annual Financial Report (CAFR)
- Assist in preparing for annual financial audit
- Assist in preparing the annual budget
- Approve new/changes to vendor files
- Maintain spreadsheet and track monthly fixed asset activity, including additions, disposals, and depreciation
- Perform annual review of company fixed asset information
- Cut Employee Action Committee checks
- Prepare journal entries as assigned
- Prepare account reconciliations as assigned
- Update and maintain a variety of reports on a monthly and prepare various ad-hoc reports
- Various other projects as assigned by the Controller, CFO or Executive Director
- Back-up all direct reports

QUALIFICATIONS:

Must have the ability to work with efficiency and composure under stressful conditions and have the ability to interact positively with the public, clients, and co-workers.

EDUCATION/EXPERIENCE:

Bachelor's degree (B.A.) in accounting, or three (3) to five (5) years' experience working in an Accounting environment or office; or equivalent combination of education and experience.

COMMUNICATION SKILLS:

Ability to read, analyze, and interpret Bond documents, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts and possess an understanding of the fundamentals of algebra and other math-related principles that apply in a business setting. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions and deal with abstract and concrete variables.

KNOWLEDGE, CERTIFICATES, LICENSES, REGISTRATIONS:

- Bachelor's degree in accounting from an accredited college or university;
- Certified Public Accountant license preferred;
- A minimum of three (3) years professional level accounting experience
- Supervisory experience preferred;
- Specialized knowledge of principles, practices, and theories of accounting;
- Working knowledge of automated accounting systems, Microsoft accounting software experience is preferred;
- Ability to investigate and solve complex accounting problems;
- Ability to evaluate and recommend modifications to existing accounting policies and procedures;
- Ability to motivate, organize and direct the work of others;
- Proficiency in Word and Excel;
- Ability to communicate professionally and effectively orally and in writing.

SUPERVISORY RESPONSIBILITIES:

This position may involve supervision of 3 staff employees.

PHYSICAL DEMANDS and WORK ENVIRONMENT:

This position requires frequent sitting and repetitive finger movement with repetitive twisting or pressure involving wrists or hands plus oral/hearing communication. Occasional standing, walking and climbing stairs.

Individuals interested in applying for this position should submit a resume or application to the Human Resources office no later than Friday, August 30, 2019.

Address:

**Human Resources
Indiana Convention Center & Lucas Oil Stadium
100 South Capitol Ave
Indianapolis, IN 46225**