



Posted February 9, 2010

# Finance Director

## GENERAL DESCRIPTION

The **Niagara Convention & Civic Centre (NCCC)** is a new convention and entertainment facility scheduled to open in April 2011. Located in Niagara Falls, Ontario, the NCCC is poised to be a dynamic and exciting addition to the Niagara Region. As a member of a winning and enthusiastic team of professionals, the **Finance Director** is responsible for supervising on-going accounting procedure relative to the operation of the Centre, as well as preparing routine financial and operational reconciliations, reports and settlements. Responsibilities include maintaining formal accounting systems, supervising the organization of accounting records and files, supervising the preparation of regular reports and reconciliations including event settlement; and preparing budget-related materials. Reporting to the President & General Manager of the Centre, the Finance Director oversees the operations of the finance department and the box office. Supervises the box office, accounting, payroll, pay parking program functions and ancillary revenues (including merchandise, preferred vendors, F&B revenues, etc...).

## RESPONSIBILITIES

- Selects and trains Box Office Supervisor on cash handling.
- Serves as the purchasing agent for the facility following standard operating procedures for purchasing.
- Manages the processing of invoices for payment, insuring that source documentation is appropriate and properly coded.
- Manages the accounting cash flow needs, investing idle funds and allowing for minimum operating account balances and timely payment of accounts payable.
- Reviews bi-weekly payroll reports and complies with tax requirements.
- Manages the accounts receivable billing function and insures that revenues earned are properly accounted for and reported.
- Provides a monthly accounting of revenues billed and collected to the facility owners.
- Submits bi-weekly reimbursement requisitions to the owners for payroll and other expenses relating to the facility operations.
- Prepares and analyze budget and financial reports and submits to management as outlined by the management agreement.
- Maintains log of wage analyses, project lists and purchase orders.
- Manages the end-of-the-month reconciliation.
- Maintains the internal auditing program, inclusive of the box office, inventory, payroll and other expenses.
- Implements, populates and designs the necessary accounting program elements in EBMS system.
- Recommends forms and/or procedures to improve program operations.
- Insures regulatory compliances in the area of personnel management, particularly as it relates to labour laws, insurance and company policies.
- Communicates new developments in scheduling, staffing, events and projects.
- Coordinates and implements group sales programs for ticket sales at special events.
- Prepares box office close-out statement after each event.
- Assists President & General Manager as required/assigned. May be asked to perform Manager-on-Duty tasks on occasion.
- Maintains documentation regarding the accounting systems and tasks.

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- Supervises ongoing accounting procedures, including invoicing, cash receipts and disbursements, data entry, journal entry preparation, regular report preparation and monthly closing.
- Monitors uses of the facilities in relation to re-billable services; supervises the preparation of and monitors the status of performance settlements and other specialized invoices, reports, etc.
- Prepares tax forms and license and permit applications for the facility's events when applicable.
- Performs the year-end closing, including preparation of journal entries and support documentation.
- Coordinates relations with independent auditors for the facility portion of the audit, including: Work-paper preparation and scheduling of audit work.
- Prepares and interfaces with Annual Auditors.
- Assists the Theater Manager and other department heads in monitoring the use of assets and the purchasing and spending activity, especially with respect to budgets.
- Assists in hiring and training of accounting staff.
- Responsible for insurance administration functions.
- Administers telephone, food and beverage and other contractors with exclusive contracts with the facility.
- Track and prepare all documents annually for The Convention Centres of Canada reports.

#### **EXAMPLES OF EVENT RESPONSIBILITIES**

- Accounts for event-related expenses that are to be included in event settlement.
- Accounts for deposits made by promoters/lessees and reimburses within time requirements of contract.
- May conduct night-of-event and final-event settlements.

#### **SPECIAL CHARACTERISTICS AND ABILITIES**

- Capable of handling all aspects of the accounting cycle and principles and techniques of box office operations.
- Ability to prepare and analyze budget and financial reports and correspondence.
- Strong communication and organizational skills.
- Ability to work under above-average pressure in meeting urgent deadlines.
- Ability to work long, irregular hours as dictated by event schedules and project timetables.
- Ability to learn and implement EBMS computer systems, pre-knowledge a benefit.
- Legally able to work in Canada.

#### **EDUCATION AND EXPERIENCE**

In addition to having significant experience in budgeting and fund accounting procedures, this position requires a minimum of a bachelor's degree in accounting or related field. The successful candidate will also have skill in personnel management, fiscal planning, budget preparation and administration, data collection and analysis, developing and implementing policies and procedures, effective oral and written communications, effective training, report preparation and designing and implementing accounting, financial and human resources systems and controls. Experience in and knowledge of public assembly facility operations a strong preference. This position also requires the flexibility to work hours beyond the normal work day to include some holidays and weekends. Combination of education and experience will be evaluated.

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## **HOW TO APPLY**

Qualified and interested individuals may send their applications to:

### **Niagara Convention & Civic Centre**

6380 Fallsview Blvd, Suite 202

Niagara Falls, ON Canada L2G 7Y6

Tel: 905-357-6222

Fax: 905-357-6212

Toll Free: 1-888-997-NCCC (6222)

### **Via Email:**

Those individuals wishing to submit their applications digitally may do so by sending a Word or Acrobat document(s) via email to: **careers@fallsconventions.com** — under the subject heading "Finance Director"

NOTE: Along with your résumé and cover letter, please be sure to include your salary expectations.

### **Application Deadline:**

The Niagara Convention & Civic Centre will be accepting applications until position is filled.