

**Position: Controller****Reports to: President/CEO**

This Position is responsible for providing an efficient service for the Horizon Convention Center accounting functions.

**Essential Duties and Responsibilities**

- Carry out month-end procedures, i.e. preparing journal entries, reviewing revenue and expenditures, in order to produce reconciled reports by division and department.
- Oversee Accounts Receivable and companies outstanding accounts; work with staff on collection of these receivables.
- Oversee Accounts Payable.
- Oversee distribution of expenses, payments, receipts and transfers between multiple divisions.
- Supervise the petty cash reconciliation as required.
- Prepare bi-weekly payroll for processing and transmission. (and oversee company and employee IRS tax payments)
- Prepare bi-weekly submission for 401(k) retirement plan and reconcile for 5500 reporting at EOY.
- Maintain fixed asset ledgers.
- Prepare or oversee monthly bank(s) reconciliation to check registers and Blackbaud accounting system.
- Time annual budgets for monthly reporting.
- Prepare financial reports for monthly board meetings.
- Work with Board Treasurers, providing information as needed.
- Ensure cash assets, obtaining optimum return, with timely investments whenever possible.
- Produce and monitor financial information upon request.
- Liaison with the staff, prepare annual budgets for each entity, based on history and forecast and present to the Boards' Executive Committee and to the Board of Directors for final approval.
- Oversee rental and lease agreements between divisions.
- Prepare for and oversee annual external audit.
- Participate in annual property/liability/wc insurance reviews.
- Prepare fiscal and calendar year-end statutory reports.

These duties are neither exhaustive nor exclusive, and the Controller is required to undertake reasonably determined duties within the organization driven by needs of the business.

**Qualifications**

The ideal candidate will possess:

- Proven track record in accounting/finance.
- Superior written and verbal presentation skills.
- Act as a representative to both internal and external contacts.
- Develop and maintain effective partnerships for the organization.
- Ensure compliance with legal requirements, and adherence to company policies, procedures, and working practices.
- Ability to function independently.
- Ability to produce quality results.
- Valid driver's license, car insurance, and reliable transportation.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## **Education and Experience**

- 5 or more years of accounting experience.
- Bachelor's degree or equivalent from an accredited four-year school in Accounting, Finance, Business or related field.
- MBA/CPA preferred.
- Experience in a non-profit environment.
- Work experience in a related position may be considered a substitute for educational requirements.

## **Language Skills**

Candidate must possess the ability to read and interpret documents such as invoices, contracts, financial reports, and procedure manuals. Candidate must have the ability to write clear and accurate reports and correspondence. Candidate must possess the ability to speak effectively before management, employees, Board members, and vendors of the Convention Center.

## **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumferences, volume, and general accounting math skills.

## **Computer Skills**

Proficient in the use of Microsoft Office – including Excel, Word, Outlook and other computer software programs. Blackbaud accounting software experience preferred.

## **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **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 essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and talk or hear. The employee is required to reach with hands and arms and taste or smell. The employee is occasionally required to sit; climb or balance; and stoop; kneel; crouch; or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

## **Work Environment**

Approximately 90% of the position requires office work, 10% will take place in the facility to direct the staff, meet with clients or perform duties outside of the office.

## **Additional Key Responsibilities – Horizon Convention Center (HCC)**

- Maintain financial records, prepare & submit government reports, develop annual budget and prepare monthly checks, disbursement & receipt forms for Civic Center Authority (CCA) Board.
- Figure and report correct sales and use tax and food and beverage tax each month to Indiana Department of Revenue.
- Present HCC financials monthly and annual budget to CCA board.
- Prepare and present information to Muncie EDIT Building Corporation (MEBC) at annual meeting and as needed during the year.
- Submit annual reports on behalf of MEBC.
- Maintain communication with Trustee concerning MEBC Bonds and provide information as needed to the Trustee, CCA and MEBC boards.
- Liaison for Muncie Children's Museum (MCM) for monthly billing and financial matters and assist in sublease agreement renewals.
- Acquire a good understanding of legal and working business relationships between HCC, DAC, CCA, MEBC and MCM.
- Prepare and report sales forecast, budget and history at monthly directors' meeting along with monthly financials and capital budget status.
- **Research & approve/deny credit applications for new convention clients as necessary.**
- Prepare and analyze profitability of events as needed.
- Conduct occasional food inventory audits to verify proper counts as recorded by kitchen staff.

### **Additional Key Responsibilities – DAC and COC**

- Vision Campaign: Work with Funding Campaign throughout 5 year period, reconciling pledges with Fundraiser Software. Maintain payment ledger and oversee collection of pledges.
- Provide MRC and any other connected entities with financials and reconcile reimbursement of monthly expenses.
- Provide financial reports for grant applications for both entities.
- Track loan funds – RRLF & Microloan Fund.
- Ensure and book punctual processing of payments on lease/loan agreements, through MRC, DCRC.
- Make certain property tax returns/exemptions/CF1's are completed per schedule.
- COC: work with staff on unpaid memberships and outstanding receivables.