



City of South Bend

Vacancy Announcement

Post Date: Wednesday, May 15, 2019

Closing Date: Until filled

FINANCIAL SPECIALIST - SENIOR

Category: Full Time
Department: Venues, Parks & Arts/Century Center
Reports To: Director of Financial Services-Century Center & Morris Complex
Schedule: Monday-Friday, 8:00 am-5:00 pm. Hours may vary based on operational needs.
Pay Rate: \$48,500-\$56,000/yr. (Non-Exempt)

Position: **SUMMARY**

Performs primary financial management services for the Century Center. Prepares, examines and analyzes accounting records, financial statements or other financial reports; responsible for reviewing event settlements; for general oversight of the box office services and ticket outlet sales; for reconciling bank statements; and serves as department payroll clerk and purchasing agent; provides assistance to the Civic Center Board of Managers as requested; and assists both private and State-appointed auditors as required.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Handles all aspects of accounting for the Century Center
- Responsible for the preparation, execution and monitoring of expenditures of the Century Center budgets
- Develops, maintains and analyzes budgets, preparing periodic reports that compare budgeted costs to actual costs
- Assists with the process of preparing for annual department budget meetings
- Assists with research and planning of administrative operations, major equipment purchases, capital improvements and personnel needs
- Analyzes business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses
- Responsible to affect a culture of continuous improvement in financial and business process within department operations
- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current technology
- Responsible to perform required operations in accordance with the defined fiscal policies and procedures of the City of South Bend
- Assists with the State Board of Accounts' annual reviews
- Assumes additional responsibilities as directed and relates to overall function
- Coordinates with sales, marketing, event and food/beverage management company in building operation and event reconciliation.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Answers phones, assist customers, and performs other administrative duties.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. 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 AND/OR EXPERIENCE

- Bachelor's degree in Accounting or Business.
- Two to five years' experience required, preferably in a public assembly facility.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Must have knowledge of Microsoft suites, QuickBooks, budgeting processes and logic models

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Driver's License

EQUIPMENT

Desktop computer, laptop computer; telephone.

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.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, or kneel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in office settings, with moderate inside temperatures. Work is also performed in various areas of the complex and as well within the community. The noise level in the work environment is usually quiet to moderate in the office. Entire office is smoke free.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions can be submitted online at <https://southbendin.gov/employment> or at the application kiosks: 12th floor of the County-City Building (227 W. Jefferson Blvd.); Martin Luther King Jr. Recreation Center (1522 W. Linden); or O'Brien Fitness Center (321 E. Walter St.).

Pre-Employment Drug Screen required.