

City of Rapid City

Job Description

Job Title	The Monument Accounting and Administration Manager		
Job Code:	CAAM	Bargaining Unit:	Non-Union
Pay Grade:	See Wage Scale	Date Revised:	5/30/2023
FLSA Status:	Exempt		

General Summary: This position is responsible for managing the accounting and administrative functions for The Monument by ensuring the financial and administrative operations are in accordance with generally accepted accounting principles, and local, state, and federal regulations.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Manages all aspects of accounting practices and programs to include but not limited to accounts receivable, accounts payable, payroll, system integrations and auditing.
- Monitors and manages accounting internal controls and procedures.
- Prepares, develops, maintains, coordinates, and implements procedures and policies for the day-to-day accounting operations to include but not limited to food and beverage, ticketing, and administration divisions to ensure compliance with requirements as established by The Monument Board of Directors, City ordinances, and state and federal regulations.
- Advises, assists, and provides management to The Monument Board of Directors with timely and accurate financial statements and other reports.
- Interviews, hires, and trains employees; plans, assigns, and directs work; appraises performance; rewards and disciplines employees; addresses complaints and resolves problems.
- Manages and maintains accounting ledgers, journals, and registers of all revenues and disbursements.
- Conducts settlements, reconciliations, and audits of ticketed events.
- Manages administration functions including front office, facility wide communications, customer service, development and distribution of statistics, and preparation, filing and storage of official records.
- Administers all tenant and concessionaire lease agreements.
- Provides training and oversight of front office customer relations programs.
- Provides key research and advice in the advancement of the Civic Center to the Assistant General Managers, General Manager, and Board of Directors.
- Maintains the professional image and general positive public relations with artists, lessees, tenants, other City Departments, staff, and the community.
- Serves in rotation with other senior staff as Manager on Duty for major events.

Qualifications:

Education and/or Experience:

Bachelor's degree from accredited four-year college or university in Business Administration, Business Management, Finance, Accounting, or related field; and three years related experience in accounting or an entertainment related industry with a minimum of two years supervisor experience. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to high, precarious places; outside weather conditions; extreme cold; extreme heat and vibration. The noise level in the work environment is usually very loud with frequent interruptions to be expected.

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 regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 10 pounds.