

City of Rapid City Job Description

Job Title	The Monument Accounting and Administration Manager		
Job Code:	CAAM	Job Family:	
Pay Grade:	NU21	Date Revised:	2/10/2022
FLSA Status:	Exempt		

General Summary: This position is responsible for managing the accounting and administration 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, sales taxes, and auditing.
- Monitors and manages accounting internal controls and procedures.
- Prepares, develops, maintains, coordinates, and implements procedures and policies for day-to-day business 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 key information to The Monument Board of Directors with timely and accurate financial statements, ad-hoc analysis based on need, and other reports.
- Manages front office coordinators, vault team, and accounting personnel including hiring and training; plans, assigns, and directs work; appraises performance; rewards and disciplines employees; addresses complaints and resolves problems.
- Provides leadership and assistance to various Monument departments when needed.
- Manages and maintains accounting ledgers, journals, and registers of all revenues and disbursements.
- Conducts settlements, reconciliations, and audits of ticketed events.
- Creates and fosters business relationships with promoters and all business clients.
- Manages administration functions including front office, facility wide communications, customer service, development and distribution of statistics, and preparation, filing and storage of official records.
- Spearheads new technology implementations for The Monument (food & beverage point of sale system, parking app, office phone system, etc.)
- Fulfillment of all tenant and concessionaire lease agreements.
- Provides key research and advice in the advancement of The Monument to the Deputy Asst. Directors, Executive Director, and Board of Directors.
- Maintains the professional image and general positive public relations with tenants, other city departments, staff, and the community.
- Identify and implement efficiency opportunities where appropriate in reporting, processes, and other time-involved tasks that may be improved upon as well as identifying financial opportunities for The Monument through grants or programs.
- 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 relevant combination of education and experience may also be deemed suitable to the hiring authority.

Certificates, Licenses, Registrations:

None required

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.