



Manager of Finance

(Pay Range: \$75k to \$90k per year)

Northwest Arena in Jamestown, NY seeks a Manager of Finance to direct and oversee all Finance, Accounting, Tax administration, and Human Resources functions; and provide fiscal oversight. Reporting to the Executive Director, the Manager of Finance serves as a strategic/business partner to Arena Management and Board of Directors – engaging in strategic and operational business planning and high-level decision-making.

POSITION RESPONSIBILITIES

- Develop Operating, Capital and Debt Service budgets with the management staff. Monitor variances of actual performance to the budget for all departments, and work with management/staff to achieve revenue and expense budget targets.
- Prepare long-range financial forecasts for planning purposes - i.e. revenue, expenses and capital project expectations.
- Monitor Corporate compliance with GAAP and Federal, State and local laws.
- Prepare and submit NYS Sales Tax Returns.
- Process Accounts Payables and Accounts Receivables. Perform collection duties as needed.
- Order office supplies.
- Reconcile bank accounts monthly.
- Reconcile balance sheet accounts – prepaids, accruals, deferred revenues, sponsorships; prepare journal entries for same.
- Maintain fixed asset and depreciation schedules.
- Monitor and prepare analyses of cash accounts.
- Prepare financial statements to include Profit & Loss, Balance Sheet, Receivables aging, and individual P&Ls for profit centers and for major events.
- Prepare for annual financial audit. Provide additional information and answer auditor questions.
- At year-end distribute W2 forms. Prepare and distribute 1099 forms. Prepare and submit 1096.
- Oversee the various functional areas of Human Resources and provide direction as needed to the support team.

EDUCATION REQUIREMENTS

Must possess at least a Bachelor's Degree in Finance, Accounting or Business. A Master's Degree, CPA or CMA is preferred.

EXPERIENCE

Must have at least 5-7 years' experience overseeing all functions of Finance and Accounting. A working knowledge of Human Resources is required.

SKILLS AND COMPETENCIES

Must possess excellent integrity and respect for confidentiality, plus:

- Strong attention to detail
- Excellent oral and written communication skills
- “Intrapreneurial” mindset
- Self-motivated, proactive and action-oriented with a big-picture view
- Ability to recommend solutions and make sound decisions
- Ability to relate to people with diverse skills and backgrounds.
- Proficiency in various computer applications including Word, Excel and accounting software.

Northwest Arena is a recreational center for activities, sports games, private rentals and convention events.

Please send resumé and cover letter to:

Richard Koerner
Human Resources Consultant
RA Koerner & Company
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EOE