

VETERANS' MEMORIAL CIVIC &  
CONVENTION CENTER OF LIMA/ALLEN COUNTY  
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**JOB TITLE: Vice President of Finance (Fiscal Officer)**

**PAY RANGE:** \$58,000-\$65,000 per year

**DEPT:** Veterans Memorial Civic and Convention Center of Lima/Allen County (ORC 345)

**EMPLOYEE NAME:**

**SUPERVISOR:** CEO **EMPLOYEE STATUS:** Full Time

**FLSA STATUS:** Exempt, At-Will

**General Purpose of Job** The VP of Finance is a member of the Civic Center's Leadership Team, and serves as the key finance and policies lead for the organization. Responsible for the administration of the Civic Center's financial transactions, under the leadership and management of the CEO. The Fiscal Officer is expected to have a high degree of accuracy and ability to function as the key manager for monitoring the financial position of the VMCCC. Responsible for all aspects of the fiscal activities of the organization including budget coordination, preparation of financial reports, AP/AR, and ongoing monitoring of results. The position also serves as fiscal manager of the Civic Center Foundation and Parking Garage Management Contract. As the main functions of the position are cyclical, effective scheduling and time management is a must.

**Essential Duties and Responsibilities:** Maximizes return on financial assets by establishing financial policies, procedures, controls, and reporting systems. The 5 main roles for which the position is accountable are:

- Leading, managing, and holding others accountable
- Accounting/Budgeting
- Forecasting/Analysis
- HR/Policy Administration & IT
- Parking Garage Management

Other related duties may be assigned.

**Fiscal Officer Skills and Qualifications:** *Managing Processes, Financial Software, Developing Standards, Audit, Accounting, Corporate Finance, Tracking Budget Expenses, Financial Skills, Analyzing Information, Developing Budgets, Performance Management*

### **Financial Management and Oversight**

#### **Office Administrative Supervision /Other Duties**

- Ensure proper records handling and retention of the VMCCC to include records, Trustees, policies and procedures.
- Provide and promote good customer service.

#### **50% Fiscal Processing Duties**

- Process all invoices for payment including operation, maintenance, capital improvement and project related invoices.
- Prepare, track, and manage all purchase orders and authority to pay sheets.
- Track and manage all account balances and remit all payments.
- Prepare pay in documents for remittance to the Treasurer's Office.
- Initiate, coordinate and manage all departmental transfer and advance of funds.

- Create all departmental invoices.
- Provides status of financial condition by collecting, interpreting, and reporting financial data.
- Prepares special reports by collecting, analyzing, and summarizing information and trends.
- Keep up-to-date on County accounting policies and procedures.
- Identify, develop policy, and make recommendation for internal departmental policy and procedural changes.
- Assist in annual review of insurance protection, to include insurance levels for client usage and organizational coverage.
- Responsible for the effective management of the financial accounting system for the facility to include Allen County required records, Program Account records, Special Account records, Foundation accounting functions, and Capital Maintenance and Improvement fund records.

20% **Fiscal Administrative Duties**

- Monitor and confirm financial condition by conducting audits; providing information to external auditors.
- Ensure that accounting practices and controls are in place and effective for all finance records/transactions and in accord with State Auditor requirements and generally accepted accounting principles.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; filing financial reports; advising management on needed actions.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- Publish all financial reports required by the Board of Trustees
- Monitor, maintain and manage all debt portion of project files including reconciliation and completion
- Complete monthly Income Balance and Cash Balance Reports and monthly reports for each division within the department.
- Update and monitor the capital needs accounting spreadsheet monthly.
- Monitor cash and appropriation balances and activity in various department and project funds against budgetary requests.
- Coordinate, assist and make recommendation with cost/benefit reviews of capital and operational purchasing practices.
- Prepare, monitor and manage all project related spreadsheets for tracking purposes and keep them updated as project activity progresses.
- Monitor and manage all surplus and carryover balances, transfers and advances in accordance with departmental goals.
- Coordinate and process all Travel Request and Request for Travel Reimbursement documents.
- Responsible for event settlements with supervision by VP of Operations and CEO, often requiring hours outside of normal business hours

15% **Budget Preparation, Administration and Management**

- Coordinate, prepare, maintain, manage and monitor the annual budget to meet departmental fiscal expenditure goals.
- Keep VP of Operations, CEO, and other management staff apprised of any issues with meeting budgetary goals.
- Prepare budgets by establishing schedules; collecting, analyzing, and consolidating financial data; recommending plans.

- Achieve budget objectives by scheduling expenditures; analyzing variances; initiating corrective actions.
- Prepare budget worksheets for any staff that manages a department with an annual budget.
- Coordinate quarterly budgetary meetings with key management staff.
- Assist with the budget narrative summary for Commissioner submittal.
- Identify, develop policy and make recommendation for internal departmental policy and procedural changes.

10% **Project Duties**

- Initiate, oversee and manage all projects related to fiscal processing operations.
- Initiate, oversee and manage all projects related to budget operations.

5% **Other duties assigned.**

- Primary back up to administrative staff, VP of Operations, CEO, and Board of Trustees.
- Support fund development, volunteer relations, and community relations efforts of the VMCCC.
- Adhere to all VMCCC policies and procedures.
- Participate on VMCCC's team for annual report and annual volunteer appreciation dinner.

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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:** 5+ years' experience in finance and accounting; Bachelor's Degree required. Experience/demonstrated knowledge of generally accepted accounting standards, including both cash and accrual accounting required. Experience/working knowledge of cost accounting and unit economics strongly preferred. Experience/demonstrated knowledge of governmental or non-profit accounting systems, practices, and procedures preferred. Ability to troubleshoot and utilize accounting software to prepare VMCCC financial reports as needed by organization. Must have a computer background with extensive knowledge in Microsoft Office, Excel, Word, Outlook, networking security, as well as budgeting or sales software such as Quickbooks.

**Language Skills:** Ability to read, analyze and interpret general business periodicals journals, professional journals, technical procedures, or governmental regulations. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to write speeches, reports, and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or boards of directors.

**Mathematical Skills:** High degree of accuracy a must. Ability to work with mathematical concepts such as organizational financial statements, sales forecasts, probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to sales and finance situations.

**Reasoning Ability:** Analysis and judgment to accomplish diversified duties. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to prepare and interpret a variety of instructions furnished in written, oral, diagram, or schedule form to deliver consistent and accurate reports.

**Interpersonal Ability:** Ability to think and act quickly, delivery of accurate reports and information, and a friendly and helpful attitude towards others. Ability to work well with customers, volunteers and staff in a professional manner. Stamina to work long hours and to multitask when needed or where applicable.

**Certificates, Licenses, Registrations:** None

**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 job, the employee is regularly required to use fingers to feel objects, tools or controls; talk or hear; occasionally stand, walk, sit, reach with hands and arms, stoop, kneel, crouch or crawl. The employee may have to lift up to 15 pounds. Specific vision abilities required by the job include close vision. The noise level in the work environment is moderately quiet.

**Essential Functions**

With or without reasonable accommodation, the incumbent must:

- ✓ complete all work as detailed in the illustrative duties section at acceptable productivity levels
- ✓ demonstrate all skills and abilities as referenced in this job specification at acceptable productivity levels
- ✓ demonstrate reasonable and reliable attendance
- ✓ maintain all required licensures and/or certifications
- ✓ operate all designated equipment at acceptable productivity levels

The Veterans Memorial Civic & Convention Center gives a preference in hiring to honorably discharged veterans of the United States Armed Forces.