



PINE BLUFF CONVENTION CENTER

Comptroller/Business Office Manager



1 Convention Center Drive, Pine Bluff, Ark. 71603 | Salary | Full Time

Job Summary: The Comptroller will plan and direct the financial operations of the Pine Bluff Convention Center. The Business Office Manager is responsible for the day-to-day operations of the office.

Purpose of the Position: Manage all aspects of accounting, billing, financial statements, general ledger, cost accounting, payroll, accounts payable, accounts receivable, budgeting, tax compliance, revenue recognition, various special analyses, and other requests of the Executive Director.

Essential Functions of the Position:

- Maintain a documented system of accounting policies and operations.
- Oversee payments of all accounts, ensuring all accounts are paid on time.
- Process accounts and collect payments, reconcile bank statements, manage accounts receivable, provide catering, and manage deferred revenue events.
- Oversee all payments are made for debts, bank loans, and other large quantities of money.
- Keep an organized filing system of all accounts, statements, transactions, payments, and debts.
- Prepare and organize financial statements for record and review
- Prepare quarterly/annual budgets and forecasts.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls with the Executive Director.



- Organize information and statements for audits and both internal and external auditors.
- Complies with all local, state, and federal laws regarding finances, tax filings, and reporting.
- Ensures the company complies with all additional legal and regulatory requirements.
- Input Daily Deposits in Peachtree Accounting Software
- Log in Settlement Sheets/Payment entries.
- Run all In-Kind and Paid Event Reports from Concentrics.
- Run Aged Reports (30, 60, 90 days).
- Run PBCC Financials.
- Prepare and enter Journal Entries on a Bi-Weekly basis.
- Process the 2% Sales Tax given to A&P online.
- Oversee Accounts Payable/HR Specialist
- Generate a Revenue Event Report after each event.
- Yearend Budget.
- Other Duties as assigned.

Required Skills/Abilities:

- Management and supervisory skills.
- Written and verbal communication skills
- Organizational and time management skills.
- Problem-solving skills.
- Proficient in accounting and tax preparation software (i.e., Peachtree).
- Proficient in Microsoft Office Suite or similar software.

Education and Experience:

- Bachelor's degree in Accounting or Business Administration preferred.
- Five years or more of related experience in accounting or finance required and one year lead or supervisory experience or any equivalent combination of education, training, and experience.

