

Job Title: Office Manager	Venue: EnCana Events Centre
Company: Ovations Food Services, LP	Department: Ovations Accounting
Reports To: General Manager	Supervises People (Y or N): Y
Exempt or Non-exempt:	Number of Direct Reports: 1

Job Summary/General Description:

Responsible for managing a full range of accounting operations, including A/R, A/P, payroll reporting and GL entries. Perform month end closing work, account reconciliations, and profit statement reporting to management. Safeguard company assets, and provide data and fiscal support to other departments within the company.

Essential Job Functions:

- Perform accounting practices (A/R, A/P, payroll, general accounting, clerical and archiving functions).
- Submission of biweekly payroll to corporate Finance Department\ADP for processing. Includes preparing timely payroll expense reports, event and labor cost summaries. Oversee benefits calculations and recording; payroll journal entries.
- Provide support on Daily Sales V Labor(labor), mid month, and end of month variance reports.
- Provide accounting support to company departments. Reconcile sales reports prior to month end postings. Oversee document coding and submitting invoices for payment.
- Collect data from multiple sources and generate reports of Ovations' event operating results to venue management team and the corporate Finance Department.
- Safeguard company assets through close monitoring of accounting procedures; conduct audits as needed. Reconcile bank deposits to sales reports, inventory levels, payroll reporting, A/P and A/R activities.
- Prepare current workbooks containing financial information by event type.
- Assist operations management with company vault functions, as needed.
- Maintain strict confidentiality on highly sensitive private and/or proprietary information, without exception.
- Provide support on EOM inventory.
- Create banks for cash sale events as needed 24 hours prior to event, schedules cash pickup's to ensure only small bills remain in vault, and oversees head cashier for proper reporting and accounting.
- Create and ensure all F&B invoices are accurate before distribution to client for payment.
- Financial reconciliation with Global Spectrum.
- Oversee hourly personnel files.

Knowledge, Skills and Abilities:

- Thorough understanding of accounting and financial reporting principles and practices.
- High level of proficiency with computers, Microsoft applications, accounting/payroll/HRIS systems. Experience with Solomon, ADP and/or Ceridian a plus. Extensive experience preparing spreadsheets and reports.
- Consistent and reliable attention to detail, accuracy and validity.
- Ability to multi-task in a fast-paced, changing, environment. Must work well under pressure of deadlines.
- Ability to interact with a diverse spectrum of individuals calmly, professionally, supportively.
- Excellent organizational and time management skills; ability to delegate tasks efficiently and develop staff to next level.
- Ability to adhere to highest standards of ethics, integrity, professionalism, and discretion. Ability to execute solid management decisions quickly and efficiently.
- Ability and willingness to work extended hours (i.e. evenings, weekends, holidays), as frequently required by event or business necessity.
- Ability to develop and maintain cooperative working relationships with company and business contacts.

Education and Experience:

- Bachelor of Arts or Sciences in Accounting or Finance; no certification required.
- Minimum 4 years in an accounting position showing increasing levels of employee oversight and responsibility.
- Minimum 2 years management experience.
- Verifiable knowledge of payroll and tax issues; basic knowledge of employment law as it applies to payroll.

Physical Requirements:

0-24% 25-49% 50-74% 75-100%

Seeing:				X
Hearing:				X
Standing/Walking/Mobility:		X		
Climbing/Stooping/Kneeling:		X		
Lifting/Pulling/ Pushing:		X		
Fingering/ Grasping/Feeling:				X

Physical Dimensions:

Medium Work: Exerting up to 25 pounds of force occasionally to move objects (files, boxes).

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.