

COLISEUM BUSINESS OFFICE SUPERVISOR - 140

DEFINITION OF WORK

Under regular supervision, performs skilled administrative work in the supervision of the department's accounting, payroll and budgeting functions.

EXAMPLES OF WORK

Establishes and maintains accounts and records for central fiscal control of all Coliseum, Convention Center and Concessions activities and events; coordinates and monitors the preparation, analysis and review of estimate of revenue and expenditures; coordinates the department's budget preparation process and monitors approved budget; coordinates the inventory and purchasing functions and the control of receipts for the Box Office and Concessions; ensures the use of proper accounting procedures as recommended by the auditors; works closely with the Finance, Personnel and Budget Offices in following established City policies and procedures in performing duties.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree in accounting or a related field and some experience in accounting in the public sector as well as supervisory experience.

Knowledge, Skills and Abilities: Thorough knowledge of the theory, principles, methods and practices of accounting; thorough knowledge of the laws, ordinances and regulations governing municipal financial matters; comprehensive knowledge of modern office methods, practices and equipment; thorough knowledge of inventory control practices and procedures; ability to plan, assign and supervise the work of subordinates; ability to prepare and maintain fiscal and inventory reports and records; ability to establish and maintain effective working relationships.

