



**City of Rapid City**  
**Civic Center Accounting and Administration Manager**  
**Position Description**

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**Job Title:** Civic Center Accounting and Administration Manager  
**Department:** Civic Center  
**Division:** Administration  
**Reports To:** Assistant General Manager  
**FLSA Status:** Exempt

**Classification:** Non-Union  
**Grade:** 21  
**Prepared By:** Tammie Krumm  
**Prepared Date:** 09/17/12  
**Approved By:** Brian Maliske  
**Approved Date:** xx

**SUMMARY**

Manages the accounting and administration functions for the Rushmore Plaza Civic Center by ensuring the financial and administrative operations are in accordance with generally accepted accounting principles, and local, state, and federal regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities include the following; other duties may be assigned:

1. Manages all aspects of accounting practices and programs to include but not limited to accounts receivable, accounts payable, payroll, system integrations and auditing.
2. Monitors and manages accounting internal controls and procedures.
3. Prepares, develops, maintains, coordinates, and implements procedures and policies for the day-to-day accounting operations to include but not limited to food and beverage, ticketing, and administration divisions to ensure compliance with requirements as established by the Civic Center Board of Directors, City ordinances, and state and federal regulations.
4. Advises, assists, and provides management to the Civic Center Board of Directors with timely and accurate financial statements and other reports.
5. Manages and maintains accounting ledgers, journals, and registers of all revenues and disbursements.
6. Conducts settlements, reconciliations, and audits of ticketed events.
7. Manages administration functions including front office, facility wide communications, customer service, development and distribution of statistics, and preparation, filing and storage of official records.
8. Administers all tenant and concessionaire lease agreements.
9. Provides training and oversight of front office customer relations programs.
10. Provides key research and advice in the advancement of the Civic Center to the Assistant General Managers, General Manager, and Board of Directors.
11. Maintains the professional image and general positive public relations with artists, lessees, tenants, other City Departments, staff, and the community.
12. Serves in rotation with other senior staff as Manager on Duty for major events.

**SUPERVISORY RESPONSIBILITIES**

Manages up to 5 subordinate supervisors who supervise a total of 30 plus employees. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**MINIMUM QUALIFICATIONS**

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:** Bachelor's degree from four-year college or university in Business Management, Business Administration, Finance, Accounting, or related field and three years related experience in accounting or an entertainment related industry with a minimum of 2 years supervisor experience.

**Communication Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, financial reports, legal documents, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.



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**Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer and Administrative Skills:** To perform this job successfully, an individual should have knowledge of Microsoft Office products.

**Certificates, Licenses, Registrations:** Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire.

**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 this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 10 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing 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 this Job, the employee is occasionally exposed to high, precarious places; outside weather conditions; extreme cold; extreme heat and vibration. The noise level in the work environment is usually very loud.

**OTHER SKILLS AND ABILITIES**

Demonstrated knowledge of management, applicable local, state, and federal rules and regulations. Ability to maintain records, prepare reports and make presentations. Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.