



## **Finance Director**

Revised 12/20/17

The Finance Director is a part-time, salaried position in the Management Office of THE SPEAKEASY, currently budgeted at 20 hour per week. The position is eligible for paid time off and other benefits. The Finance Director reports to the General Manager (or Associate General Manager) and supervises one part-time Bookkeeper. Primary duties include:

### **ONGOING TRANSACTION PROCESSING (10 hrs per week)**

- Collect payments and make deposits
- Supervise Bookkeeper in recording transactions including deposits, invoices, bills, debit card purchases, petty cash purchases, and general journal entries
- Review A/P report and make payments
- Validate and submit bi-weekly payroll
- Validate and issue bi-weekly contractor payments

### **MONTHLY CLOSING PROCESS (15 hrs per month)**

- Supervise Bookkeeper in reconciling all bank accounts, credit cards, and petty cash accounts
- Supervise Bookkeeper in recognizing revenue based on e-commerce and POS reports
- Reconcile Balance Sheet, including A/R, A/P, and other Asset, Liability, and Equity accounts
- Reconcile merchant services statements
- Calculate and remit sales tax

### **QUARTERLY CLOSING PROCESS (20 hrs per quarter)**

- Calculate box office settlement
- Reconcile inter-company transactions
- Reconcile advance ticket liabilities
- Reconcile accruals and reserves
- Calculate and record License Fee
- Calculate and issue Deferred Compensation, Royalties and Investor distributions
- Generate consolidated financial statements
- Generate departmental budget vs. actual reports

### **YEAR-END CLOSING PROCESS (30 hrs per year)**

- Supervise Bookkeeper in generating Forms 1099-MISC
- Calculate annual depreciation and update fixed asset schedules
- Calculate and issue Revenue Share Loan payments
- Calculate and remit Percentage Rent payment
- Prepare documentation for annual tax filings

#### GENERAL RESPONSIBILITIES

- Ensure accuracy of financial records
- Collect all amounts owed to the company
- Protect against fraud
- Continually improve efficiency of accounting systems
- Maintain relationships in good standing with key vendors
- Recruit, supervise, train, and evaluate Bookkeeper

#### OTHER DUTIES AS ASSIGNED