



## Finance & Budget Manager

Fast-growing, dynamic public, non-profit organization is looking for an experienced Finance and Budget Manager. Lancaster Event Center (LEC) is a nationally-recognized event center with 400,000 square feet of multiuse spaces on 160 acres that will soon have 1250 campsites and an expanded outdoor multisport arena. Now home to over 300 events with 500K unique visitors annually, the LEC drives over \$40 million in local economic impact while providing affordable space for local youth, community and business events. The LEC is owned and operated by the Lancaster County Agricultural Society which organizes and hosts the largest county fair in Nebraska each summer--the Lancaster County Super Fair—to support its mission to further engagement of youth & the community with agriculture and nature.

The ideal candidate will have excellent communication & teamwork skills and thrive on working in a fast-paced, customer service-oriented environment. Successful candidates should have general ledger, accounts receivable, accounts payable, payroll and job costing, sales tax experience as a baseline with experience in budgeting, governmental and non-profit accounting. An interest in project management and/or grant writing a plus. This position will work with a team to include supervision of the Accounting Manager and training of office support staff and colleagues to support the accounting, finance and budgeting functions. Qualified candidates must possess the ability to adapt to and work with multiple event software programs to bring information into Quick Books as efficiently as possible plus working knowledge of MS Office.

Experience with 4-H, agriculture, livestock, trade shows, and/or food & beverage/concessions also helpful in this unique organization while enjoying a busy, sometimes chaotic, yet fun environment with new challenges every day. Working closely with other functions seamlessly with a “whatever it takes/one team” attitude for largest national and regional-scale events will be a must including working some nights/weekends with comp time offered. Job description will be fluid in this “start-up” environment on a daily basis with the opportunity for innovating current and new processes as growth in both the organization and people occur.

Lancaster Event Center offers a competitive pay and benefits package including unique benefits related to the events we host. Position will have potential for development and career growth into other functions. To apply, please send your cover letter, resume and references to Amy Dickerson, Managing Director, via e-mail at [adickerson@LancasterEventCenter.org](mailto:adickerson@LancasterEventCenter.org).



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### JOB DESCRIPTION DETAIL

#### Supervisory

- Supervising accounting department FT & PT staff & activities
- Train colleagues from all departments on fulfilling their part of accounting procedures & setting/meeting budgets & growing profitability for their departments

#### Cash Management

- Monitoring cash flows & predicting future trends/changes for management
- Oversee cash handling and change management to ensure accountability, security and change to be in stock to serve events

#### Reporting/Accounting Integrity

- Responsible to set, monitor & constantly improve robust accounting policies & procedures including written manual and training processes
- Organize accounting to be accurate, clear and allow for useful profitability analyses & board/public reporting
- Ensure all governmental, non-profit, grant, bond reporting requirements and deadlines are met
- Ensure that tracking of key metrics needed for budgeting, audit, monitoring financial health is being done and monitor performance on monthly basis e.g. number of events, attendance at events, fair attendance & profit/loss

#### Finance

- Produce financial reports with insights for monthly board meetings including year-end reporting
- Supervise producing information for annual audit and implementation of any auditor recommendations
- Oversee annual adjusting journal entries & implement processes to minimize
- Oversee reconciling and balancing of different funds between event center, JPA and county fair
- Conduct profitability analyses & make recommendations for key departments, events including annual county fair to help organization meet annual profitability improvement objectives

#### Budgeting

- Submit annual budget & levy requests for governmental requirements

- Set annual budget to meet State of NE requirements and set annual property tax levy to ensure ongoing bond payment obligations are met
- Monitor annual budget and balance of JPA funds, grants
- Provide financial information for new grants, bonds, sponsors & donors
- Lead development of annual operational budget working with department managers to drive accountability for all key financial drivers
- Monitor status to both State and operational budgets on monthly basis and develop recommendations if off budget

#### Event Center Team Player & Development Opportunities

- Willingness to work different and/or additional hours as needed for key events such as annual county fair and other national events
- Other projects and tasks as assigned and needed by the organization and depending on applicant's talents and interests e.g. researching and applying for grants, benchmarking other event centers & fairs financing & accounting operations, implementing software integration to reduce accounting labor, etc.
- Willingness to contribute as needed to busy event center and large county fair which may include helping in cafes, parking lots, ticketing taking/ushering on short-term basis during peak activity which is also a great way to bring learnings back to improve finance and accounting and stay in touch with customer needs.
- Interest in contributing to development of financing strategy for multi-million dollar Phase 3 expansion with sales tax turnback & other financing options

#### Benefits include:

- Premium medical, dental, vision insurance options with up to 80% paid by LEC depending on participation in wellness program
- 7 days sick leave available annually in addition other leave programs
- Short-term and long-term disability
- Medical & child care expense pre-tax reimbursement account options
- 2 week vacation with additional earned at service anniversaries
- Mileage/expense reimbursement
- Free uniforms
- Half-price meals & free fountain drinks during events for you and immediate guests whether working or on free time
- Opportunity for free admission to many of our events for you and family/friends

#### Application Process:

Send resume, references and cover letter without delay to Amy Dickerson, Managing Director, Lancaster Event Center at [adickerson@LancasterEventCenter.org](mailto:adickerson@LancasterEventCenter.org). Questions can be directed to HR Manager Mike Wulf at 402-441-6545.