



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government’s Business Manager is responsible for overseeing all financial operations of the Barry P. Bonvillian Civic Center ensuring compliance with budgeting and accounting procedures and coordinating event-related financial activities.

JOB OVERVIEW

PAY TYPE

Exempt (Salaried)

SCHEDULE

Monday to Friday
Must be available to work weekends, nights, and holidays for scheduled events.

LOCATION

Barry P. Bonvillian Civic Center

REPORTS TO

Venues and Destination Administrator

PHYSICAL DEMANDS

Lift up to 25 lbs. (light)
Walking and standing for long periods of time

WORK ENVIRONMENT

Frequent interactions internal team and with members of the public.

Exposure to chemicals or allergens, high-stress conditions, excessive noise, electrical hazards, and extreme temperatures.

EMERGENCY EVENTS

May be required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver’s license

In this role, the incumbent is responsible for managing accounts payable and receivable, processing invoices, and maintaining accurate financial records. The role requires diligent monitoring of cash flow, deposits, and monthly bank reconciliations.

The Business Office Manager plays a critical role in supporting event-related financial activities, maintaining facility revenue streams, and ensuring fiscal integrity.

JOB DUTIES

- Collaborate with Supervisor to prepare, review, and analyze monthly and annual budgets, ensuring alignment with the facility’s fiscal goals.
- Act as Manager on Duty (MOD) for events, overseeing the opening and closing of the facility and ensuring all event preparations are completed to specification.
- Generate and present regular financial reports to the QOL Director, providing insights on budget performance, variances, and recommendations for adjustments.
- Maintain and update master spreadsheets to accurately track event-related revenues and expenditures, ensuring transparency for auditing purposes.
- Oversee the preparation and finalization of event settlements, including reviewing payroll reports, generating invoices, and tracking payments.
- Ensure all event-related payments are processed in a timely and accurate manner, in accordance with contractual obligations.
- Ensure compliance with vendor contracts, insurance requirements, and event permits, addressing any issues as needed.
- Conduct post-event settlements with Supervisor, ensuring that all financial aspects are accounted for and accurately documented.
- Oversee the management of accounts payable and receivable, ensuring timely and accurate processing of invoices and payments.
- Monitor and reconcile cash flow, deposits, and bank accounts monthly, ensuring alignment with financial objectives.
- Prepare and record journal entries for revenue streams, including event revenues, RV payments, concessions, and sponsorships.
- Ensure compliance with financial policies and maintain the accuracy of all financial transactions.
- Approve requisitions, process purchase orders, and manage relationships with vendors to ensure compliance with budgetary constraints.
- Work closely with department heads to monitor inventory levels and manage procurement needs, order all office supplies and flags while ensuring cost-effective purchasing decisions.
- Regularly review and maintain vendor contracts, ensuring compliance with facility policies and performance standards.
- Ensure all financial operations comply with relevant regulatory requirements, including labor laws, insurance standards, and facility policies.
- Coordinate with external auditors during facility audits, preparing necessary documentation and ensuring compliance with auditing guidelines.

JOB DUTIES CONTINUED

- Ensure the timely submission of tax forms, insurance certificates, and permit applications, adhering to required deadlines.
- Maintain comprehensive records for auditing purposes, ensuring proper documentation is readily available when needed.
- Manage exclusive vendor contracts, ensuring compliance with contractual terms and timely renewals.
- Review and process contracts for events, including vendor agreements, insurance, and necessary permits, ensuring alignment with facility policies.
- Oversee the processing of payments to vendors and ensure accurate tracking of financial transactions related to vendor agreements.
- Oversee the management and operation of concession areas, ensuring adherence to quality standards and operational efficiency during events.
- Collaborate with the Kitchen Supervisor to ensure appropriate staffing, inventory control, and product quality within food and beverage services.
- Review sales data and performance of concession offerings, providing recommendations for improvement in product selection, pricing, and service.
- Ensure the timely renewal of all required licenses, permits, and certifications, maintaining full compliance with industry standards.
- Coordinate and manage safety and regulatory inspections, ensuring that the facility adheres to all fire, health, and safety requirements.
- Maintain and update safety records and certifications, ensuring the facility meets all operational and regulatory standards.
- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Ability to effectively manage and motivate a diverse team, fostering collaboration and ensuring that staff are aligned with organizational goals and event requirements.
- **Time Management:** Ability to prioritize multiple tasks, meet deadlines, and balance competing demands, particularly during peak event seasons, while maintaining high levels of efficiency and accuracy.
- **Analytical Skills:** Ability to assess financial data, identify trends, and make data-driven recommendations for budget adjustments and operational improvements, ensuring fiscal responsibility and efficiency.
- **Communication Skills:** Exceptional communication abilities to convey complex financial and operational information clearly to staff, department heads, vendors, and external stakeholders.
- **Organizational Skills:** Expertise in managing multiple tasks, maintaining detailed records, and implementing systems that streamline operations and ensure the efficient flow of financial and event-related information.
- **Technical Skills:** Proficient in financial software (e.g., AS400), Microsoft Office (especially Excel), and other technological tools used for data entry, reporting, and inventory management to enhance operational effectiveness.
- **Qualifications:**
 - Bachelor's degree in Accounting or related field from an accredited college or university.
 - Minimum of two (2) years of public accounting experience.

