



Financial Policy Manager

Salary: \$55,000 - \$70,000 commensurate with experience
Work Schedule: 37.5 hour workweek, overtime as required
Work Address: Kentucky Exposition Center
937 Phillips Lane, Louisville, KY 40209

KENTUCKY EXPOSITION CENTER

937 Phillips Ln
Louisville, KY 40209
Phone: 502.367.5000

KENTUCKY INTERNATIONAL CONVENTION CENTER

221 S Fourth St
Louisville, KY 40202
Phone: 502.595.4381

www.kyvenues.com

Under the Kentucky Venues brand, two major convention and exposition facilities--the Kentucky Exposition Center and the Kentucky International Convention Center--serve regional, national and international clients. Governed by the Kentucky State Fair Board, Kentucky Venues also produces signature events: the Kentucky State Fair, World's Championship Horse Show, National Farm Machinery Show, Championship Tractor Pull, North American International Livestock Exposition, and North American Championship Rodeo. From agriculture to technology, autos to entertainment, and athletics to livestock, Kentucky Venues has the facility, capacity and services to make each event a success.

Job Description:

Kentucky Venues is seeking a qualified professional to perform reviews of management policies, conduct organization-wide program reviews to develop best practices and research/complete special projects relating to the implementation of the Kentucky Venues' financial business plan. This position will prepare and execute budgetary initiatives for the agency; review internal and external finance-related policies and procedures and make recommendations to increase efficiency and effectiveness. The qualified Policy Manager will perform reviews of agency financial programs and management policies for budgetary issues that cross organizational lines and make recommendations to management. The qualified candidate will research and develop program policies relating to implementation of organizational budget; perform research and work on special projects relating to implementation of budget and financial initiatives.

Work schedule can include nights, weekends and holidays as event schedules require. Benefits include health insurance, life insurance, paid leave, and state employee pension.

Essential Functions:

- analyze financial statements and financial data to ensure accurate reporting and adherence to generally accepted accounting principles;
- monthly review of event profit and loss statements to ensure proper reporting and timeliness;
- lead preparation of financial data for annual financial audit and assures management is aware of the needs and requirements to properly prepare for an audit;
- assist with preparation and analysis needed to properly complete annual and biennial budgetary process;
- assist Chief Financial Officer with preparation for monthly reporting to board of directors;
- assist in developing requested reports and financial analysis;
- analyze statements from third party contractual labor organizations or business partners to assure proper accounting is accurate, and report in a timely manner such data to agency financial statements;



- review long term lease income to assure proper accounting to the financial statements;
- recommend to management certain procedures in improving policies related to accounting and reporting the financial data;
- assist accounting department in completing annual closing packet required by the Kentucky Finance Cabinet;
- ensure the completion and accuracy of the annual financial report;
- ensure proper calculation and reporting of depreciation, amortization, and interest expense costs;
- review account reconciliation and assist in researching outstanding items and account discrepancies;
- provide recommendations for proper internal controls for the accounting department and other departments of the agency;
- monitor fixed assets and capital project expenditures;
- assist in the proper handling and reporting of insurance proceeds related to capital projects;
- accept special projects or tasks and complete in timely and effective manner;

Requirements:

- highly motivated, resourceful and goal-oriented individual possessing excellent financial, verbal and written communication skills;
- proficient in data accounting software;
- professional appearance and manner and team player who also thrives working independently;
- able to work quickly and proactively in a fast-paced environment;
- minimum Bachelor's degree in Accounting or Finance with 5 years' experience in governmental accounting;
- CPA designation is preferred but not required for the position.

Applicants and employees in this job title may be required to submit to a criminal background check.

Contact Information:

Interested applicants should send a cover letter, résumé, and at least 3 professional references to:

Kentucky Venues
Anthony Schreck, CFO
P.O. Box 37130
Louisville, KY 40233-7130

or via email: **Anthony.Schreck@kyvenues.com** Please reference "Financial Policy Manager vacancy" in the subject line.

The commonwealth of Kentucky does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, genetic information or veteran status. Reasonable accommodations are provided upon request.