



Senior Accountant

Job Type: Full-time
Salary: Commensurate with experience
Work Location: Kentucky Exposition Center, 937 Philips Lane, Louisville, KY 40209

Organizational Summary:

The Kentucky Exposition Center (KEC) and the Kentucky International Convention Center (KICC), collectively known as Kentucky Venues (KV), are committed to producing shows of public importance and supporting local, regional and international clients to execute successful and impactful events. KEC offers 1.2 million square feet of contiguous indoor exhibit space, 54 adaptable meeting rooms, two arenas and 300 acres of outdoor exhibit space, and KICC yields a multitude of eco-conscious designs, modern pre-function spaces featuring glass facades overlooking the cityscape and 200,000 square feet of Class A exhibit space. Kentucky Venues is governed by the Kentucky State Fair Board.

Employee Benefits:

Kentucky Venues offers extremely competitive benefits for eligible employees including: health, dental, vision and life insurance, paid personal and sick leave, pension and supplemental retirement, free parking, EAP and employee discounts.

Position Summary:

The Senior Accountant will supervise the general accounting operations and work with the accounting staff in maintaining the general ledger, performing account reconciliations, preparing monthly financial reports, assisting with audit preparation and developing biennial budgets.

Essential Functions (must be able to execute with/without reasonable accommodation):

- Analyzes financial statements and data to ensure accurate reporting and adherence to generally accepted accounting principles.
- Performs monthly review of event profit and loss statements to ensure accurate and timely reporting.
- Leads preparation of financial data for annual audit and clarifies requisites to management, ensuring effectiveness of preparation.
- Assists with preparation and analysis of biennial budgetary process.
- Assists CFO with preparation for monthly board reporting and developing other requested reports and financial analyses.
- Analyzes contractual labor organization and business partner statements to ensure accurate and timely reporting.
- Reviews long-term lease income to ensure proper accounting to the financial statements;
- Assists accounting department in completing annual closing packet required by the Kentucky Finance Cabinet.
- Ensures the completion and accuracy of the annual financial report.
- Ensures accurate calculation and reporting of depreciation, amortization, and interest expense costs.
- Reviews account reconciliation and assists in researching outstanding items and account discrepancies.
- Monitors fixed assets and capital project expenditures.

- Assists in accurate handling and reporting of insurance proceeds related to capital projects.
- Adheres to and exemplifies organizational core values and service expectations.
- Maintains a professional, welcoming and responsive demeanor and addresses inquiries, requests and concerns graciously, discreetly and with a sense of urgency.
- Performs relative duties and manages other responsibilities as assigned.

Physical and Mental Demands (must be able to execute with/without reasonable accommodation):

- Consistently remains stationary at a desk or within an office workstation and operates a computer to accomplish a majority of duties and assigned tasks.
- Frequently operates office devices including some or all of, but not limited to: calculators, telephones, copy and fax machines and printers.
- Frequently moves about office areas and occasionally moves about multiple acres of facility space, including traversing stairs, ramps, escalators and elevators and maneuvering through heavily occupied spaces.
- Occasionally moves objects weighing up to 25lbs.
- Consistently functions and works within a moderate-to-high pressure event-driven environment, according to a stringent schedule.

Work Environment and Hours of Work:

- Office setting with minimal-to-moderate noise levels as well as an event facility setting with moderate-to-high noise levels where event functions and facility maintenance are taking place.
- Generally, typical weekday hours, but contingent on facility and event scheduling, work hours may include some evenings, early mornings, weekends and holidays.
- Contingent on facility or event requisites and event and client scheduling, occasionally/frequently works more than 40hpw.
- Limited exposure to hot, cold and humid climates, based on tasks at hand and the property location of active events.
- Limited exposure to high-allergen and other atmospheric elements including some or all of, but not limited to: livestock and other animals, hay, dirt, dust, and exhaust fumes.
- Limited exposure to event production elements and applications including some or all of, but not limited to: use of heavy and specialized tools, moving vehicles and mechanical equipment, electrical current, working at above ground heights using ladders, lifts or other elevating devices, and direct contact with chemicals.

Direct Reports:

Chief Financial Officer

Educational Requirements:

- Bachelor's degree from an accredited college or university with major course work in accounting or finance.
- Minimum of five years of governmental accounting experience. CPA designation is preferred.

Desired Knowledge, Skills and Abilities:

Knowledge of:

- Economics and accounting principles and best practices, financial markets, banking and analysis and best practices of reporting financial data.
- Mathematics such as arithmetic, algebra, geometry, calculus, statistics and their applications.
- Administration and management principles involved in strategic planning, resource allocation, leadership techniques, and coordination of people and resources.
- Federal, state and local laws, codes and regulations relative to auditing and organizational financial compliance.
- Effective communication techniques and methods and proficient use of the English language to communicate effectively, verbally and in writing.
- Customer and guest service principles and best practices and quality standards in order to provide outstanding customer and guest service.

Skilled at:

- Applying use of economics and accounting principles and data accounting software.
- Actively listen – give full attention to what is being said, understand points being made and ask questions for clarification.
- Critical thinking – using logic and reasoning to identify alternative approaches and determine effective solutions.
- Problem-solving – identifying and assessing situational factors to determine a workable and favorable resolution to address a matter.
- Decision-making – considering the benefits and detriments of potential actions to choose the most appropriate action.

Ability to:

- Perform mathematical functions quickly and accurately, applying the best method in a given situation.
- Understand written sentences and paragraphs in work-related documents.
- Convey clear and concise messages in person, by phone, and by email.
- Efficiently use Microsoft Office applications including Excel, Outlook, PowerPoint and Word.
- Conduct self in a professional and composed manner.
- Prioritize tasks and responsibilities within specified time constraints.
- Function effectively in moderate to high-pressure situations.
- Type and operate a computer and other office devices including, but not limited to, calculators, telephones, copy and fax machines and printers.
- Work collectively as a team member and take initiative to complete tasks working individually.

COVID-19 Considerations:

- Kentucky Venues adheres to current CDC guidelines
- Employees must monitor health and follow protocol if displaying symptoms, known exposure is confirmed or positive test is diagnosed
- Masks are optional to be worn inside facilities
- Employees are encouraged to wash and sanitize hands regularly

To Apply:

Complete an application at kyvenues.com/apply and attach a letter of interest, résumé and professional references.

Kentucky Venues is an equal opportunity employer. Kentucky Venues does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity or expression, ancestry, age, pregnancy or related medical condition, marital or familial status, disability, veteran status, political affiliation, or genetic information in accordance with state and federal laws.