



COMPANY: Bruno Event Team

LOCATION: Birmingham, AL

POSITION TITLE: Director of Accounting

REPORTING TO: Executive Vice President - Finance

COMPENSATION: Salary and Benefits

Bruno Event Team is a Birmingham, Alabama-based sports marketing and event management company formed in 1995 by Ronald Bruno and Gene Hallman. We are experienced in all facets of event management, employing a year-round staff of more than 60 employees in 12 offices in the United States and Canada. Working with our affiliated companies and divisions, Bruno Event Team services each client with expertise in all aspects of event management, marketing, and operations. We maintain a steadfast commitment to excellence utilizing vast experience, strong work ethic and demanding attention to detail.

JOB DESCRIPTION

This position will play an integral role in the Bruno Event Team finance department. Candidate will be responsible for daily accounting for three LLCs and three 401(c)(3) organizations. In addition, this person will be responsible for documenting all controls and accounting procedures as well as supervising the finance teams onsite at various events throughout the year. Duties include, but are not limited to:

- Daily accounting and monthly reconciliations for all three companies and 401(c)(3) organizations
- Preparing and filing monthly sale and alcohol taxes
- Create and annually communicate policies within payroll (ex: 1099 policy), data security (ex: internal credit card procedures), cash management (ex: onsite cash strategy), and tax (ex: adjusted policy based on state audit)
- Work with event managers to reconcile event budgets each year
- Work closely with senior ticketing manager to reconcile ticket sales for each event
- Manage up to 5 financial audits per year and responsible for any sales tax audits
- Manage all credit card processing, procedures, PCI Compliance, gateways, merchant accounts, chargebacks and physical credit card terminals for various event locations
- Perform year end intercompany, inventory, and reconciliation procedures
- Supervise finance teams of 2-10 people onsite at events

- Prepare event revenue and payroll journal entries
- Manage bi-monthly contributions to Canadian division retirement plan
- Manage Verizon business cell phone plan for the company
- Complete 1099 tax forms, state annual reports, business licenses, credit applications, vendor applications and resale certificates
- Identify efficiencies and necessary technology upgrades (related to accounting processes); analyze overhead and make recommendations for cost savings

Abilities, Skills and Knowledge:

- At least 3 years of accounting work experience
- CPA license preferred
- Excellent people and organizational skills
- Detail-oriented, creative, and confident
- Self-motivated and team player
- Ability to work in a fast paced environment with multiple deadlines
- Excellent verbal and written communication skills
- Computer skills (Peachtree experience a plus)

This is a full-time position that operates in a professional office environment and at various event sites as needed. Typically working Monday through Friday, with some on-site weekend work at events, and limited travel to event sites throughout the United States.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time.

Please send resumes to jobs@brunoeventteam.com and note "Director of Accounting" in subject line. Bruno Event Team thanks all applicants but will contact only those who will be invited for an interview.

See www.brunoeventteam.com for additional company information.