

Boyd Sport, LLC
Accounting/Finance/HR Manager
Job Description
April 15, 2021

Requirements –

Accounting/Finance/HR Manager must have solid communication, technology, analytical and management skills. The position also requires the ability to accurately organize and maintain financial information. Candidates should possess knowledge of accounting principles, accounting software (QuickBooks) and Microsoft Office software. Two years of relevant experience and a bachelor's degree in accounting or finance is preferred.

Duties –

- Responsible for all aspects of Business/Finance/HR
- Manage accumulation of all financial data necessary for an accurate accounting of business results
- Provide management with information vital to the decision-making process
- Participate in the budget process
- Supervise support staff and coordinate financial data from all teams
- Hiring, training and retaining skilled support staff
- Oversee implementation of new teams
- Monthly reporting for budget purposes
- Monthly reconciliations of all bank accounts
- Monthly reporting of all taxes
- Coordinate and prepare internal and external financial statements
- Other Monthly reporting as needed
- Facilitate all Finance/HR at each team level
- Create and maintain Payroll reporting process
- Complete and finalize all payrolls - manage bi-weekly payroll input to processor
- Process 401K, WC, Unemployment, Safety Plan
- Work with accounting firm to finalize year-end for tax reporting purposes
- Oversee regulatory reporting and maintenance of permits, licenses and similar filings
- Game day responsibilities include attendance at all games and oversight of revenue collection/control/reporting from all events
- Other projects as assigned