



Position – Accounting Coordinator/Human Resources Designee
Facility Name – BB&T Arena
Location – Highland Heights, KY

POSITION: Accounting Coordinator/Human Resources Designee
DEPARTMENT: Finance
REPORTS TO: Director of Finance
FLSA STATUS: Exempt

Summary

ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for an Accounting Coordinator/HR Designee. Assists in the development and implementation of company goals and priorities relating to financial management, accounting, purchasing, and/or payroll in compliance with State and Federal law, and ASM Global policies and procedures. Perform all aspects of Human Resource Operations, as well as administration and maintenance of all Facility Benefit Programs, consistent with ASM Global policies by performing the following duties.

Essential Duties and Responsibilities

- Assists in the development and implementation of facility goals and priorities relating to financial management, accounting, purchasing, and/or payroll in compliance with State and Federal law, and ASM policies and procedures
- Performs all Payroll, Accounts Payable, & Accounts Receivable functions.
- Prepares & inputs general ledger entries
- Prepares and performs bank reconciliations on a monthly basis.
- Maintains worker's compensation and building insurance records.
- Answers incoming telephone calls, determines purpose of callers and forwards calls to appropriate personnel or department.
- Follows ASM Global Human Resources policies to assure compliance with legal requirements and government reporting regulations affecting human resources functions. Maintains compliance with state regulations concerning employment.
- Administers various Human Resources plans and procedures for all facility personnel.
- Performs recruitment activities. Writes and places advertisements. Recruits, interviews, tests, and selects employees to fill vacant positions. Plans and conducts new employee orientations.
- Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
- Coordinates training or trains Managers in interviewing, hiring, terminations, promotions, performance management, performance review, safety, and sexual harassment.
- Coordinates training or trains employees in ASM Global Customer Service Training.
- Advises management in appropriate resolution of employee relations issues.
- Advises the corporate office of EEOC complaints and other employee relations problems.

- Responds to inquiries regarding policies, procedures, and programs.
- Administers performance review and salary administration program.
- Administers benefits programs such as life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of absence, and employee assistance. Serves as the COBRA and FMLA Administrator for facility.
- Investigates accidents and prepares reports for insurance carrier.
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.
- All other duties and responsibilities as assigned.

Supervisory Responsibilities

Carries out supervisory responsibilities in accordance with ASM Global's policies and applicable laws.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- B. S. in Accounting/Finance from a four-year college/university or equivalent experience
- 3 to 5 years' experience in public accounting and/or financial management
- 2 years' experience in Human Resources

Skills and Abilities

- Extensive knowledge of general and cost accounting
- Excellent math skills; high aptitude for figures
- Excellent communication, interpersonal skills, and organizational ability
- Ability to work with and maintain highly confidential information is required.
- Effective supervisory skills
- Solid knowledge of principles and practices of Human Resources Administration
- Strong analytical and problem-solving skills
- Excellent verbal, written and interpersonal skills essential
- Familiarity with COBRA, ERISA, FMLA and related state and federal regulations required
- Extensive knowledge of accounting software (ie. Sage50), spreadsheets and word processing software.
- Experience with ADP, Workday or similar HRIS software / payroll systems desirable.
- Ability to work under limited supervision and to interact with all levels of staff including management
- Ability to work irregular hours that may vary due to functions and may include day, evening, weekends, and holidays.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Specific vision abilities required by this job include close vision for review of statistical and other financial records and information.

NOTE:

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.