Akron Zoo
Job Posting

Business Manager

Position Summary:

The Business Manager works in conjunction with the Director of Finance and the Akron Zoo Finance team. This position is responsible for maintaining integrity of business intelligence data. Will help develop departmental and zoo-wide reports and analysis. This position is also responsible for supervising cash control employees and maintaining cash control policies; overseeing and coordinating the central receiving function; and, coordinating and maintaining an asset management program for the Zoo. Other responsibilities include maintaining benefit contracts, utility contracts, and business insurance.

Essential Functions:

- Manage and design the reporting environment, including data sources, security, and metadata using analytical software
- Maintain data integrity and normalization
- Develop data visualizations and communications to present meaningful metrics to distinct audiences within the Zoo
- Reconciles major construction projects (actual to budget)
- Manage Cash Control 7 day operation including interfacing with Guest Services, Bank and Security personnel
- Prepare, maintain and control daily recaps
- Support the data warehouse in identifying and revising reporting requirements
- Train end users on end reports and dashboards
- Provide advice on data storage structures, data mining and data cleansing
- Troubleshooting the reporting database environment and reports
- Maintain office and operations petty cash
- Evaluate changes and updates to source production systems
- Manages financial aspect of all Zoo contracts
- Review and reconcile Form 5500
- Maintains and coordinates the business insurance contracts and utility contracts
- Assists in the Zoo budget process
- Works with Facilities personnel to control and track company assets
- Maintain accuracy and integrity of fixed assets through monthly, quarterly, yearly G/L account reconciliations
- Coordinate the annual physical inventory of gift shops/concessions; provide monthly cost of sales entries
- Perform fixed asset maintenance to include additions and disposals including maintenance of the Blackbaud Fixed Assets Ledgers
- Provide schedules to, and work with, auditors for depreciation expense
- Oversee the central receiving function for the organization
Position Qualifications:

- Bachelor of Science or Associate Degree in Accounting/Finance
- 5-8 years in an accounting position
- Ability to work independently and set priorities. Advanced proficiency with various financial and PC software applications. Maintains confidentiality in all matters. Cooperates and assists staff and other departments.
- On call weekends and will occasionally work a weekend day as part of the Zoo Emergency Response Team.

This is a full-time, salary-exempt position with benefits. Interested candidates may submit a cover letter and resume via email, mail, or fax to Human Resources, Akron Zoo, 500 Edgewood Avenue, Akron, Ohio 44307; fax 330-374-8939; email HR@akronzoo.org. Open until filled.

The Akron Zoo is a Drug-Free Workplace and an EOE.