

# ***Director of Accounting & IT Opportunity See Rock City, Inc.***

## **The Director of Accounting & IT Opportunity**

We currently have an opportunity for an experienced and passionate people-focused leader to join our team as the Director of Accounting & IT. We are looking for a leader that will help build a new framework for our accounting and IT teams to reflect the exciting ways our business has grown over the years, and that will help us most effectively execute on our long-term strategic plan. If this sounds like an exciting opportunity and challenge that you would like to tackle, we would love to hear from you!

As a key member of the Senior Leadership Team, the Accounting & IT Director is responsible for oversight of all accounting and IT functions, financial reporting, financial strategy development, and team leadership, executing these responsibilities for the brands and businesses across See Rock City, Inc. entities and locations. The Director leads in accordance with our culture, values, and operational goals, ensuring excellence in the delivery of our message, development of our brands, and execution of the financial plan overall. Further, the Director provides input and recommendations on both financial and IT infrastructure plans and systems development.

The ideal candidate will be a proven leader with experience focused on team synergy and high performance in a related industry, including multi-site and/or multi-brand involvement. Additionally, this candidate will bring to the table a proven track record in leading people with excellence, financial analysis and reporting, understanding and integrating micro and macro-economic factors that drive operational imperatives, possessing a bachelor's in Accounting, Finance, or related field. The candidate will also possess a working knowledge IT infrastructure, financial plan development and effective execution.

## **Who We Are**

See Rock City, Inc. specializes in creating memories worth repeating, not only for our guests, but also for our partners across all of our teams and locations. In addition to the world-famous Rock City Gardens, See Rock City, Inc. owns and operates a number of locations, including Clumpies Ice Cream Company, Grandview, RiverView Inn, Battles for Chattanooga Museum and the Starbucks on Lookout Mountain. Additionally, we have concessionaire partnerships where we operate various guest services at The Incline Railway, the Charles H. Coolidge National Medal of Honor Heritage Center, and Creative Discovery Museum. With locations atop beautiful Lookout Mountain, in downtown Chattanooga, and the surrounding Chattanooga Valley, we have found unique ways to create memorable experiences that focus on our top priority - people!

## **What We Do**

Everything we do as an organization comes down to fulfilling this mission of creating amazing memories for our guest and partners - a mission we accomplish through the philosophy expressed through our culture of excellence and our organizational values. Our ability to impact people's lives in so many dynamic and creative ways in-line with these foundational elements provides us incomparable opportunities and experiences. These might be through ensuring beautiful surroundings while taking in the view from Lover's Leap, serving custom-created, hand-crafted micro-batch ice cream, providing a mocha to enjoy in front of the fireplace, or exceeding the expectations for the once-in-a-lifetime dream wedding. We all are allowed the privilege to be a part of making this a reality for countless individuals and families every day!

If this sounds like the opportunity for you in an environment that will allow you to thrive creatively and professionally, you can find out more about us by visiting [www.seerockcity.com/jobs](http://www.seerockcity.com/jobs). Resumes and cover letters may be emailed directly to [tamarah@seerockcity.com](mailto:tamarah@seerockcity.com).

SEE ROCK CITY, INC.

**JOB DESCRIPTION**

Title: <b><i>Director of Accounting &amp; IT</i></b>	Team: G&A
Reports to: CEO	Status: Full Time, Exempt

**Summary**

*As a key member of the Senior Leadership Team, the Director of Accounting & IT oversees all accounting functions and leads the accounting and IT team. Responsible for performing weekly, monthly, and yearly reporting of financial status of the organization, executing these responsibilities for all entities and business lines across See Rock City, Inc. Coordinates the activity of the Information Technology team. Under the direction of the CEO, the Director of Accounting & IT is responsible for performing the following duties:*

**Responsibilities**

- Delivers excellent guest service to internal and external customers in line with the organization's mission, culture, and values.
- Models appropriate guest and partner interaction at all times, displaying the values of the culture of excellence and leading in a manner that serves as an organizational model for the values.
- Participates in annual strategic and operational planning for the organization.
- Maintains and audits all accounting records for all teams within See Rock City, Inc.
- Working with a team of accounting partners, records all business transactions for the company, including sales, cost of goods, payroll and other direct expenses, indirect expenses, and capital project spending.
- Supervises all cash management for the company, including on premise cash recyclers, short-term and long-term cash forecasting. Maintains relationships with bankers to facilitate cash management.
- Manages fixed assets.
- Acts as a liaison to the outside accounting firm and provides all information pertaining to the audit process.
- Completes and files quarterly and yearly tax returns.
- Completes and communicates monthly financial results.
- Informs CEO of current financial status on a daily basis.
- Coordinates, completes, and communicates yearly budgeting results.
- Acts as the Manager on Duty (MOD) for Rock City Gardens at various times.
- Directly manages and supervises 5-10 partners (direct reports).
- Performs other duties as assigned by management.

**Qualifications**

- Bachelor's Degree (Accounting or Business.); and minimum of five years related experience.
- CPA preferred.
- Previous supervisory and leadership experience required; experience in multi-site and/or multi-entity environment preferred; experience in tourism/hospitality preferred.
- Ability and willingness to participate in up to 10 hours of continuing education on an annual basis.
- Ability to effectively present information and respond to questions from a group of managers, guests, or the general public; read and analyze business correspondence; to develop and write reports.
- Possess an outgoing, friendly personality and the desire to provide quality service to internal and external customers.
- Ability to convey a conservative and professional image to partners and guests.
- Ability to add, subtract, multiple and divide. Ability to perform these operations using units of American money.
- Ability to use an adding machine.

- Must possess excellent computer skills and be proficient in MS Word, Excel, Outlook, and Great Plains–Dynamics.
- Familiar with GAAP principles.
- Knowledge of budgeting and forecasting.
- Excellent written and verbal communication skills.
- Superior attention to detail. Must be able to work nights, weekends, and holidays as needed.
- Must be able to travel occasionally.
- Required to regularly use hands and fingers. Must be able to lift/move up to 50 pounds. Required to stoop, kneel, or crouch occasionally. Required to walk trail, sometimes frequently.