

Finance and Office Specialist

Position Summary

Kellogg Arena is seeking a dependable, organized, and detail-oriented **Finance and Office Specialist** to join our team. This position plays an important role in supporting the financial, administrative, and operational functions of Cereal City Development Corporation dba/Kellogg Arena.

The ideal candidate will have strong accounting and organizational skills, a positive attitude, excellent work ethic, and the ability to maintain accuracy in a fast-paced event environment. The successful candidate will be comfortable working independently, managing multiple priorities, meeting deadlines, and communicating effectively with coworkers, clients, vendors, event staff, and patrons.

Because Kellogg Arena operates on an event schedule, this position requires flexibility and occasional **evening and weekend availability**, particularly during major events.

Reports To: General Manager

Position: Full-Time

Hours: 40 hours per week; schedule may include evenings and weekends based on event needs

Salary Range: \$42,000 - \$45,000 annually, based on experience and qualifications

Benefits: Benefits package, Simple IRA employer match, PTO, and bonus opportunities

RESPONSIBILITIES

Accounting & Financial Management

- Process weekly payroll accurately and in a timely manner.
- Process accounts payable and accounts receivable.
- Prepare and distribute invoices for events, rentals, and other services.
- Monitor outstanding invoices and assist with collection efforts.
- Reconcile bank accounts and financial records.
- Assist with monthly and year-end financial reporting.
- Maintain accurate and organized accounting records.
- Maintain appropriate documentation for financial transactions and audits.
- Assist with grant financial documentation and reporting as needed.
- Maintain confidentiality of payroll, employee, vendor, and financial information.

Office & Administrative Responsibilities

- Support daily office operations and administrative systems.
- Maintain organized electronic and physical files and records.

- Assist with onboarding new employees, including required paperwork, screenings and documentation.
- Maintain employee records and assist with personnel documentation.
- Coordinate office supplies and vendor relationships.
- Assist with purchasing and general office needs.
- Coordinate and maintain event staff schedules.
- Assist with staff communications regarding schedules, event assignments, and operational changes.
- Provide administrative support to the General Manager.

Event & Arena Support

- Provide administrative and financial support before, during, and after events.
- Assist with event settlements and reconciliation.
- Work collaboratively with Operations, Food & Beverage, Box Office, Sales/Marketing, and event management teams.
- Help identify discrepancies or issues with event financial information and communicate them to the appropriate manager.
- Attend select events outside of normal business hours when required.
- Maintain a professional and welcoming presence when interacting with clients, vendors, event staff, and patrons.

MINIMUM REQUIREMENTS

- Associate degree in accounting, finance, business administration, or a related field preferred.
- **2–4 years of experience in accounting, bookkeeping, finance, payroll, or office administration.**
- Experience with accounts payable, accounts receivable, payroll, and account reconciliation.
- Strong computer skills and proficiency with Microsoft Office, particularly Excel.
- Strong attention to detail and accuracy.
- Ability to maintain confidentiality of sensitive financial and employee information.
- Ability to prioritize multiple tasks and meet deadlines.
- Strong written and verbal communication skills.
- Ability to work independently while also functioning effectively as part of a team.
- Ability to work evenings and weekends when required by the event schedule.
- Ability to successfully pass any required background or employment screening.

PREFERRED QUALIFICATIONS

- Bachelor's degree in accounting, finance, business, or related field.
- Experience with accounting software - QuickBooks.
- Payroll processing experience.

- Experience with Square, or similar point-of-sale systems, and inventory management.
 - Experience working in an arena, convention center, event venue, hospitality environment, or nonprofit organization.
 - Experience working with grants or nonprofit financial reporting.
 - Experience coordinating employee or event staffing schedules.
 - Familiarity with Michigan payroll and employment requirements.
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KEY SKILLS & COMPETENCIES

Financial & Accounting Skills

- Strong mathematical and analytical skills
- Financial recordkeeping
- Account reconciliation
- Payroll processing
- Budget tracking
- Invoice management
- Financial reporting

Organizational Skills

- Excellent attention to detail
- Strong time management
- Ability to prioritize competing deadlines
- Highly organized and dependable
- Strong recordkeeping abilities

Technology Skills

- Microsoft Excel
 - Microsoft Word and Outlook
 - Accounting software
 - Point-of-sale systems
 - Payroll software
 - Google Workspace or similar platforms
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EQUAL OPPORTUNITY

Cereal City Development Corporation and Kellogg Arena are committed to providing equal employment opportunities to all qualified applicants and employees and maintaining a professional workplace built on respect, teamwork, and inclusion.

HOW TO APPLY

Interested candidates should submit a resume and cover letter to:

Kelly Walden - kwalden@kelloggarena.com

General Manager Kellogg Arena

1 McCamly Ave.

Battle Creek, MI 49017

Applications will be accepted until the position is filled.