



Controller

We are looking for a **Controller** to join our team and successfully manage the operation, performance, and strategy of the accounting department, ensuring compliance with all industry and organizational rules and regulations while acting as a key member of the staff leadership team and a contributor to Rodeo Austin's overall strategy, event execution and culture. This is an opportunity to take on the challenge of working in a fast-paced, customer-driven non-profit; in an environment that is exciting, motivating, challenging and fun!

This is a full time exempt, benefits eligible position on our team that is available immediately to the right candidate. The expected commitment will be 40 hours per week during regular business hours, and as needed on weekends and during Rodeo Austin events.

Who We Are:

Since 1938, Rodeo Austin has been a mission with a rodeo that has brought heritage and entertainment to our community. We are funded by a month-long real western experience held every March, where Rodeo-goers get to do things they can do nowhere else - including a ProRodeo, one-of-a-kind concerts, a carnival and a livestock show. We are Rodeo Austin, a not-for-profit that provides real experiences and gritty fun to raise millions for Texas kids.

What You'll Do:

- Manage a staff consisting of a full time Staff Accountant and 10-15 temporary/seasonal employees (Accounting Assistant, Chief of Show Bank, and Show Bank Employees).
- Train, supervise, guide, develop, and inspire staff and monitor and evaluate performance.
- Establish and maintain financial policies, procedures, and internal controls to ensure checks and balances and the integrity of all systems, processes, and data.
- Monitor and guide daily operations including accounts payable, accounts receivable, and journal entries.
- Manage seasonal transaction as it scales throughout the year, with transactions being both online and in person and both cash and cashless.
- Ensure the timely and accurate reporting of all financial information to staff and Executive Leadership.
- Prepare financial statement narrative explaining balance sheet changes and income statement variance analysis.
- Prepare and monitor cash flow forecast and evaluate investment timing based on liquidity needs.
- Supervise and assist in the preparation of prepared by client schedules for the annual external audit and 990 IRS filing.
- Preparation and filing of tax forms including 1099-MISC, 1099-NEC, W-2G, and 1042, sales tax filing, and filing property tax exemption applications.
- Lead and manage the process of developing the annual operating budget comprised of approximately \$20M in revenue.
- Manage corporate insurance policy renewals, modifications, and claims.
- Responsible for all event cash management and ensuring proper controls are in place to safeguard cash.
- Oversee and manage operation of the Show Bank during BBQ Austin and Fair & Rodeo in conjunction with Staff Accountant.

- Prepare event P&Ls and present to leadership illustrating key metrics and success of event.
- Collaborate with other internal departments, executive and volunteer leadership, event officials, community and university partners, sponsors, members, and other stakeholders to assist in developing and implementing strategies to ensure the financial and overall success of the organization's projects and programs.
- Represent the organization at official functions and events and in other types of negotiations, networking events, or public relations activities.
- Liaison with the volunteer Finance and Executive Committees.
- Maintain corporate banking relations, including borrowing and treasury functions.
- Create a public presence and maintain memberships and affiliations with trade/professional organizations related to the job and industry.
- Support the mission and values of Rodeo Austin at all times.

What You'll Need:

- Bachelors' degree in Accounting or related industry and 10+ years of progressing responsibility in Accounting (MBA or CPA preferred).
- Strong executive presence and excellent verbal and written communication skills with the ability to articulate overall performance to leadership.
- High level of integrity, accountability, dependability, and initiative with a strong sense of urgency and results orientation.
- Ability to build trust and rapport through transparency, consistency, and direct communication.
- Action-oriented leader with strong interpersonal skills with capacity to work both strategically and hands-on.
- Proficiency (or strong aptitude for immediate proficiency) in a variety of industry business tools such as QuickBooks, Microsoft Office Suite, and Adobe.
- Attention to accuracy and detail, organized and thorough with a focus on continuous improvement.
- Ability to work both independently and in a team setting.

Perks & Benefits:

- Comprehensive Medical, Dental and Vision plans
- Wellness Program
- 401(k) Retirement Plan with Company Match
- Competitive Vacation Plan
- Summer Flex Fridays
- Robust Holiday Schedule
- The chance to be part of something bigger – a mission with a Rodeo raising millions for Texas kids

Not sure if you Qualify?

That's okay! if you're interested in the role and believe you could be a good fit, we encourage you to apply!

Rodeo Austin is an equal opportunity employer, and we value diversity, equity and inclusion. All aspects of employment will be based on merit, competence, performance, and business needs.

Please send cover letter and resume to:

Jessica Vasquez, Rodeo Austin
 9100 Decker Lake Rd
 Austin, TX 78724
 512-919-3000

Jessica.Vasquez@RodeoAustin.com