



Tour Administrative Finance Specialist

Be part of the action as a member of the fast-paced Louisiana Stars Admin Team! Learn how Louisiana Stars travels throughout the country, and help with preparation and execution of all aspects of tour. As a Tour Administrative Finance Specialist, you will have the opportunity to learn, collaborate, and work on real projects, and experience what it is like to work for a professional organization, all while helping the 2020 Louisiana Stars on the road to success. We are looking for someone who hustles by default, and is exceptionally detail-oriented. This person will be a creative mind with an insatiable curiosity to learn all there is to know about the day to day tasks of the Administrative team. The Finance Specialist is a key member of The Louisiana Stars tour administration team, working closely with the organization's Directors to report critical financial information, ensure the accurate and timely coding of transactions, help manage the corporate debit card system, and to represent the financial priorities and policies of the organization.

Familiarity with finance and accounting principles and software (Quickbooks) will be critical for the Finance Specialist. Must be highly motivated and self-starting.

Responsibilities

- Daily entry of all expenses and revenue
- Provide reports of cash on hand, bank balances, tour revenue, and tour expenses to management
- Coordinate with Corps Director to ensure that revenue and expenses are logged appropriately
- Administration of the corporate debit card system

Requirements

- Bachelor's degree or Master's Degree in Business Management, Accounting, Finance, or applicable field (or in pursuit of this degree)
- Experience in management or leadership a plus but not necessary
- Proficiency with Google Products, Quickbooks or comparable software, and Microsoft Excel
- Must be composed and be highly skilled in dealing with ambiguity

- Motivated with a strong work ethic
- Effective interpersonal communication skills
- Open to feedback, with strong desire to develop professional skills
- Must be highly organized, detail oriented, punctual, and flexible
- Able to prioritize and manage multiple tasks under tight deadlines
- Attention to detail and accountability
- The ability to thrive in an ever changing environment

Knowledge and Skills Required

- The ability to write and speak effectively using appropriate convention based on the situation; actively listens to others, asks questions to verify understanding, and uses tact and consideration when delivering feedback to others.
- Demonstrate responsiveness and adaptability following change initiatives, and demonstrates ongoing support for change efforts
- Understand and comprehend information, as well as find application and value from new knowledge
- Demonstrates effectiveness and flexibility with changing environments, responsibilities, tasks, and people
- Identifies and resolves issues timely by gathering and analyzing information skillfully
- Follows detailed procedures to ensure accuracy in the entry and reporting of data
- Uses time efficiently by prioritizing and planning work activities
- Demonstrates upmost level of integrity in all instances, and shows respect toward others and toward company principles
- Shares key information with others involved in a project or effort, works in harmony to accomplish objectives, responds with enthusiasm to directives, and shows support for departmental and organizational decisions
- Takes personal responsibility and ownership for adhering to all policies and procedures while also completing work timely and in accordance with performance expectations

Physical Demands

- Moving about on foot to accomplish task for sustained periods of time
- Standing, particularly for sustained periods of time
- Substantial movements (motion) of the wrist, hands, and/or fingers in a repetitive manner

- Moderate physical activity performing somewhat strenuous daily activities of a primarily product/technical nature
- Exerting up to 50 pounds of force occasionally to lift, carry, pull, or otherwise move objects

Location and Schedule

Part-time positions will be structured around the corps' summer tour and require travel with The Louisiana Stars Drum & Bugle Corps. Summer positions run from the months of May-August (start and end dates are flexible and based on schedule).

Compensation

The Louisiana Stars Drum and Bugle Corps Tour Administrative Finance Specialist is a part-time paid position. Compensation will include seasonal wage, housing, transportation (conditional), and food provided to those traveling with the corps (summer).

Paid position: This position will be a paid member of our Administrative Staff.

Additional Information

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodations. The requirements listed above are representative of the knowledge, skill, and/or ability required. This job description should not be construed as an exhaustive statement of duties, responsibilities or requirements, but a general description of the job. Nothing contained herein restricts the company's rights to assign or reassign duties and responsibilities to this job at any time.

Application Process

Please fill out the application form on the Louisiana Stars website and submit your resume, short cover letter, references and supporting applicable materials to Assistant Corps Director Jeremi Edwards at jedwards@louisianastars.org.

Applicants may be subject to a screening project and a series of phone/live interviews as part of the evaluation process. All qualified applicants will receive consideration for employment without regard to race, color, sex, age, national origin, religion, disability, veteran status, sexual orientation, marital status, citizenship, or any other protected status. The Louisiana Stars Drum & Bugle Corps offers equal opportunity and treatment to all who apply and is committed to diversity.