

JOB DESCRIPTION

Accounting & Sales Administration – Part Time



Facility Name:	VENUWORKS OF CHESAPEAKE, LLC AND CHESAPEAKE CONFERENCE CENTER
----------------	--

JOB INFORMATION

Job Title:	ACCOUNTING & SALES Administration – Part-Time	Department:	BUSINESS
Reports To:	Business Manager	FLSA Status:	Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/>
Prepared By:	Marian Germain	Date Prepared:	April 27, 2026
Approved By:	Angela Bohlen	Approved Date:	May 6, 2026

SUMMARY

This position is responsible for the provision of professional support for both the Sales team and Accounting office. Their purpose is to analyze and research information for accounts and provide accounting support for the sales department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Ensures successful event management and coordination of activities by serving as the main liaison and point of contact between clients and all venue departments. Maintains regular office hours.

- A. Sales Responsibilities:
 - 1) Work with the Sales staff with deposits, managing payment schedules from initial deposit through the payment plan dates to ensure all payments from clients are made on time.
 - 2) Work with the Sales staff to obtain TULIP insurance, fire code applications and other administrative tasks.
 - 3) Generates purchase orders for payment of vendor invoices.
 - 4) Review, audit and reconcile event documents to ensure that all events are being billed properly.

- B. Administration Responsibilities:
 - 1) Learn all aspects of front desk administrative procedures including updating leads, taking payments and entering them correctly in Momentus.
 - 2) Maintain inventory counts for copiers, both ink and paper.
 - 3) Maintain W-9 and Certificates of Insurance and insure these are up to date.
 - 4) Actively participates in the facility safety programs to provide for a safe and secure environment for clients and their guests.
 - 5) Provides superior customer service to a wide variety of clients.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- 1) **Hospitality** experience preferred.
- 2) A basic knowledge of business management practices and procedures.
- 3) Ability to compile and maintain records for event scheduling.

JOB DESCRIPTION

Accounting & Sales Administration – Part Time



- 4) Knowledge of procedures and requirements of the events business to ensure good relationships with clients and patrons.
- 5) Ability to exercise sound judgment and make proper decisions in handling incidents at all types of events.

EDUCATION and/or EXPERIENCE

High School Diploma or general education degree (GED); Associate degree or higher from an accredited institution, and three to five years event coordination/management experience in a similar type of facility preferred.

KNOWLEDGE, SKILLS and ABILITIES

- 1) Ability to adapt to change in the work environment, manage competing demands, accommodate frequent changes to planned activities and accept delays or unexpected events.
- 2) Ability to work under pressure with rigid schedules to coordinate multiple tasks simultaneously.
- 3) Demonstrated knowledge of the principles of event facility management, services, and equipment and to deal effectively and courteously with the general public.
- 4) Strong interpersonal, verbal and written skills.
- 5) Ability to write routine reports and correspondence.
- 6) Excellent organizational skills, with the ability to prioritize work to meet deadlines.
- 7) Ability to read and interpret documents such as diagrams and schematics.
- 8) Ability to speak and understand English.
- 9) Ability to effectively present information and respond to questions from groups of managers, clients, and customers.

COMPUTER SKILLS

- 1) Proficiency with Microsoft Office Products, to include Word, Outlook, Excel, and PowerPoint.
- 2) Knowledge of Momentus software a plus

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- 1) While performing the duties of this job, the employee is regularly required to move around the facility with substantial walking required; to stand for long hours during events.
- 2) The employee is frequently required to stoop, lift, and carry up to 50 pounds, and move equipment such as chairs, tables and kitchen equipment.
- 3) This position may require work inside or outside of the building, as needed by events.

CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel so classified. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

JOB DESCRIPTION

Accounting & Sales Administration – Part Time



VenuWorks of Chesapeake, LLC and the Chesapeake Conference Center is an Equal Opportunity/Affirmative Action employer, and encourages women, minorities, individuals with disabilities and protected veterans to apply.

I have read and understand this Job Description and confirm that I meet the minimum requirements and can perform the essential duties and responsibilities as listed herein.

Employee Signature:		Date:	
------------------------	--	-------	--