



Since 1984, San Antonio Sports has put San Antonio on the global stage. From NCAA Championships to the San Antonio Marathon, the premier events we've hosted have delivered more than \$1 billion for our local economy.

Are you an accounting professional that loves to dig in and work on various projects while taking care of your day-to-day duties? San Antonio Sports (SAS) is seeking a **Staff Accountant/Special Events Finance Manager** to help the organization continue our mission to bring events that impact to San Antonio and deliver programs to support healthy kids and places to play in our community. This position will play an integral role in the financial management and execution of the 2025 NCAA Final Four, the new San Antonio Marathon, and other upcoming major events in San Antonio.

This position provides the primary bookkeeping, accounting, and reporting functions for the organization. In addition, this position is responsible for managing the administration function of the Texas Event Trust Fund program and coordination of the event bid life cycle to include bid research, submission, and close-out. This position will also provide administrative support for hosted events to include management of hotel contracts, state reporting and rebate-programs.

For more information about San Antonio Sports, please visit [www.sanantoniosports.org](http://www.sanantoniosports.org)

### **DUTIES AND RESPONSIBILITIES:**

#### **Financial Management**

- Reconcile assigned general ledger accounts and company credit card receipts
- Prepare bank deposits and process credit card payments to general ledger
- Prepare reports and documentation for City and grant reimbursement
- Manage accounts payable and maintain value-in-kind records
- Manage and reconcile tickets and merchandise sales prior to and during events
- Provide management of cash handling for general office use and on-site at events
- Assist in inventory/asset management and tracking
- Provide on-site management of merchandise and ticket sales during events to include establishing process and oversight of volunteer support

#### **Event Finance Management**

- Coordinate the application, disbursement and attendance certification process for events that qualify for the Texas Events Trust Fund program
- Work with event clients to collect required documentation for the implementation of the Texas Events Trust Fund.
- Establish tracking system to ensure accurate and timely submission of Texas Events Trust Fund documentation and requirements.
- Coordinate requests for certificates of insurance requested by vendors and partners.

- Oversee hotel contracts for room blocks including contract execution, filing, tracking and invoicing for hotel rebate programs
- Serve as primary point of contact to vendors to ensure proper documentation is on file including W9s, COIs, contracts and other information.
- Provide administrative support necessary for the execution of events per event services agreements
- Provide administrative support to the CFO, CEO and SALOC Executive Director
- Assist in planning, scheduling and record keeping of quarterly strategic bid planning meetings with Visit San Antonio
- Compile and maintain data as requested

### **QUALIFICATIONS**

- Bachelor's degree preferred but not required and 3-5 years of experience in a bookkeeping, accounting, or administrative role. Experience in lieu of degree considered
- Excellent verbal and written communication skills
- Ability to follow finance processes, reporting requirements and manage multiple projects and deadlines
- Strong attention to detail in reviewing complex government processes and requirements
- Strong knowledge of Microsoft Office (Word, Excel, & Outlook) is required. Experience with ERP software platforms, NetSuite preferred
- Must possess a positive attitude and strong work ethic
- Ability to work weekends and after hours as required during events and other programs throughout the year

### **APPLICATION PROCESS:**

Please submit the following (via email) to [hvacek@sanantonioposports.org](mailto:hvacek@sanantonioposports.org).

- Resume
- Letter of interest/cover letter

Qualified applicants will be contacted to schedule an interview.

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