



Henrico Sports & Entertainment Authority

Senior Financial Analyst

Job Type:	Full Time	Location:	Richmond, VA
Department:	Finance	FLSA Status:	Exempt
Opening Date:	April 30, 2025	Closing Date:	May 15, 2025

The Henrico Sports & Entertainment Authority was created in 2022 to attract and develop sports and entertainment to the County of Henrico. With over nearly \$100 million in local economic impact annually since our establishment, we are well on our way to making it “Showtime, All the Time!”

Our eight-member team has over 168 years of combined experience in sports tourism, professional and collegiate athletics, and Recreation and Parks. With our combined experience, we have what it takes to make Henrico the ultimate destination for sports tourism in the United States.

Description

Our growing team seeks a Senior Financial Analyst to lead finance and accounting functions for the Authority. This role is responsible for driving fiscal results, transparency, accountability, and delivering insights to the Executive Director and Board Members. Reporting to the Executive Director, the position collaborates with a nimble team of highly experienced marketing and business development experts and manages a contracted bookkeeping and payroll service provider. The position will receive advisory support from the Henrico County Finance Department and is responsible for financial reporting, accounts payable, accounts receivable, procurement, contract administration, and budgeting for the Authority.

Typical Duties and Responsibilities

- Prepares and confidently presents monthly, quarterly, annual, and ad-hoc financial reporting and analysis to a variety of stakeholders including the Board of Directors, Executive Director, County leaders, and staff
- Implements and maintains financial controls, policies, and procedures for staff and contracted third parties
- Contributes to quarterly and annual strategic planning activities to include goal setting, key performance indicator management, fiscal modeling and analysis, and annual budgets

- Manages annual financial statement publication and external audit
- Oversees semi-monthly payroll processing executed by a third-party contractor
- Manages cash position and evaluates investment strategies on a recurring basis

Knowledge, Skills and Abilities

- Proven ability to manage multiple stakeholder needs, building consensus, influencing desired outcomes, and delivering results.
- Experience reviewing, analyzing, producing, and presenting complex financial data and reports from internal and external data sources
- Experience establishing, testing, and maintaining effective financial controls, policies, and procedures
- Strategic development skill to drive short and long-term goals
- Operational and capital budget planning and fiscal management experience
- Ability navigating ambiguity and uncertainty and contribute to sound decision making
- Knowledge of Virginia government procurement standards or other prior purchasing experience
- Understanding of Generally Accepted Accounting Standards (GAAS) in the United States to include modified accrual and full accrual accounting
- Cash management experience including cash flow forecasting and investment management
- Familiarity with managing annual audits for small to medium-sized entities.
- Exceptional leadership, teamwork, communication, analytical, and technology skills

Education and Experience

- Three to five years of progressive experience at government, not for profit, or private business sectors with at least one year of supervisory experience preferred
- Bachelor's degree in business administration, accounting, finance, public administration or equivalent combination of other education and work experience required
- Master's degree in business administration, accounting, finance, or public administration preferred

Expected hiring range will be between \$72,000-\$96,000 and commensurate with experience.

Please submit your cover letter and resume to Jacquelyn Frame at Jacquelyn@henricosea.com by May 15, 2025.