



## Job Vacancy Announcement

- Position:** Manager,  
Accounting Services
- Department:** Office of Budget Operations  
Ebony Pyramid Entertainment (EPE)
- Duration:** Part-Time (1-10 hours weekly) &  
Full-Time during EPE major events
- Positions:** 1 (one)
- Application Deadline:** Per EPE Website
- Prerequisite:** Must have managed or assisted in managing the budget for a major/special event or organization. Supervisory and management experience is a strong desired trait. Ability to multi-task and work in a high pace environment is a must. Candidate must also possess strong written communication skills. Commitment and dedication to the mission and success of EPE is a priority.
- Compensation:** Cash compensation is paid based on overall company performance. Some travel and amenities may also be provided as compensation.
- Major Duties:** This Manager assists the Director of Budget Operations. Reporting to the Director this Manager provides assistance on EPE matters related to budget and finance. This Manger oversees the management of company accounts. This Manager also has primary responsible for managing the accounts receivables and accounts payable for the Office of the President. This Manager is responsible for assisting the Director in implementation and management of policies and strategies developed by the President and/or the Senior Executive Staff.
- How To Apply:** To apply for this position, complete the online application.