



## Job Vacancy Announcement

- Position:** Director,  
Budget & Accounts Management  
Financial Services Department
- Division:** Office of the Vice President  
for Financial Services  
Ebony Pyramid Entertainment (EPE)
- Duration:** Part-Time (1-10 hours weekly) &  
Full-Time during EPE major events
- Positions:** 1 (one)
- Application Deadline:** Until Filled
- Prerequisite:** Must have managed or had a key role in managing the budget for a major/special event or organization, preferably in the LGBTQ Community. 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 Director assists the Vice President of Financial Services. Responsibility includes ensuring that all aspects of the EPE budget are reviewed and prepared for implementation. This Director is responsible for managing the accounts receivables and accounts payable under the direction of their Vice President. Responsibilities also include assisting the VP 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.