



## Job Vacancy Announcement

- Position:** Director,  
Financial Services Department
- Department:** Office of the Senior 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:** Wednesday – January 11, 2012
- Prerequisite:** Must have managed or had a key role 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 Director assists the Senior Vice President of Financial Services. Reporting to the SVP, this Director provides assistance on EPE matters related to budget and finance. This Director is responsible for ensuring that all aspects of the EPE budget are implemented. This Director is responsible for managing the accounts receivables and accounts payable under the direction of their SVP. This Director is responsible for assisting the SVP 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.