



Position Title: Senior Financial Reporting & Data Integrity Specialist

Department: Finance

Supervisor: Director of Finance & Planning

Applicants can submit a resume via e-mail to careers@javitscenter.com

The Javits Center is considered the busiest convention center in the United States, hosting the world's leading conventions, trade shows, and special events on Manhattan's West Side. These large-scale events have generated billions of dollars in annual economic activity for New York City and New York State, supporting thousands of jobs in and around the facility. Located on 11th Avenue between West 34th Street and West 40th Street, the iconic structure has played a prominent role in New York's recovery and resurgence, and with a state-of-the-art expansion project recently completed, the venue features more than 850,000 square feet of total exhibition space, two new floors of meeting room space, a rooftop pavilion and terrace, as well as a range of catering, sustainability, and technology services.

Position Summary

Reporting to the Senior Director of Finance, this role is responsible for leading financial planning, analysis, and management reporting functions. The position balances report development, data governance, multi-system integration, and advanced financial analytics to support strategic and operational decision-making across the organization.

The hiring range for this position is \$90,000–\$125,000 annually, paid on a bi-weekly basis. Compensation will be determined based on the candidate's qualifications, skills, and relevant experience.

Primary Responsibilities

Data Integrity & System Management

- Oversee data quality, accuracy, and completeness across all financial systems.
- Maintain and manage master data within NetSuite, Hyperion, UKG, and other enterprise platforms.
- Design and implement validation and reconciliation procedures across integrated systems.
- Investigate data discrepancies and partner with technical teams to resolve system and interface issues.



- Maintain comprehensive documentation for system interfaces, mappings, key data fields, and data dictionaries.
- Collaborate with IT and system administrators to optimize integrations and improve data flow.
- Develop and manage ETL (extract, transform, load) workflows to consolidate financial and operational data.

Reporting & Analytics

- Develop standardized, ad hoc, and customized reports using NetSuite, Power BI, Cognos/UKG BI, Boomi, and related tools.
- Maintain a centralized reporting repository with clear version control, naming conventions, and documentation.
- Partner with stakeholders to translate business requirements into actionable dashboards and reports.
- Review and rationalize reporting inventory to eliminate duplication and outdated materials.
- Coordinate report testing and validation to ensure accuracy and reliability.
- Communicate reporting standards and governance guidelines, including procedures for public-facing reports.
- Maintain and coordinate monthly financial review templates.
- Develop KPI reporting focused on event revenue, expense management, and profitability metrics.

Financial Planning & Analysis Support

- Support budgeting, forecasting, and financial reporting processes.
- Research and analyze variances and provide actionable insights.
- Contribute to financial statements, schedules, management reporting, and board presentations.
- Prepare the monthly financial reporting package for senior leadership and the Board of Directors.
- Assist with annual forecasts, event metrics, union contract analysis, and pricing evaluations.

Continuous Improvement & Governance

- Lead continuous improvement initiatives within NetSuite, maintaining a roadmap of system enhancements.
 - Monitor user communities and technology updates to identify automation and productivity improvements.
 - Organize and facilitate monthly Steering Committee meetings to review reporting initiatives and opportunities.
 - Support ad hoc reporting requests and special projects as needed.
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Key Competencies

- Strong ability to translate complex technical data into clear, actionable business insights.



- Expertise in reconciling and integrating data across multiple systems.
 - Experience building scalable, reliable reporting infrastructure.
 - Advanced financial and operational data analysis capabilities.
 - Strong organizational skills with the ability to manage multiple priorities and deadlines.
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Qualifications

- Bachelor's degree in Finance, Accounting, Computer Science, Information Management, or a related field.
- 5+ years of experience in data analytics or financial analysis.
- Strong analytical and financial modeling skills.
- Solid understanding of accounting principles, processes, and internal controls.
- Advanced Microsoft Excel proficiency (e.g., LOOKUP functions, Pivot Tables).
- Working knowledge of NetSuite, Hyperion, UKG, SQL, Cognos, Boomi, and related database systems.
- Experience with enterprise reporting tools; Hyperion and Power BI preferred.
- Self-motivated professional with strong communication and problem-solving skills.
- Demonstrated ability to quickly learn new systems and work independently.
- Ability to manage multiple priorities and consistently meet deadlines.