



## Job Description

**Our Mission:** The Fox Cities Convention & Visitors Bureau strengthens the local economy by investing in and promoting our community.

**Position Title:** Accounting & Office Manager

**Objective:** Ensure strong and efficient operations of all administrative operations, including financial management, internal controls, facilities, personnel, network operations and purchasing.

**Reports to:** Executive Director

**Classification:** Exempt; salaried; 1 FTE

### **Duties and Responsibilities:**

#### **Organizational Planning and Administration: Finance**

- Establish and maintain systems for the management of accounts receivable, accounts payable and investments; prepare financial statements for review by the Executive Director and Board of Directors. Reconcile operations and tourism development bank statements/investments on a monthly basis.
- Process payroll. Prepare quarterly and annual reports and forms required at the Federal and State level.
- Work with Executive Director to prepare an annual budget; monitor expenditures against budget on a periodic basis and report status to the Executive Director.
- Monitor room tax revenue and comparative information to prior years and budget.
- Monitor, review and maintain cash flow projections.
- Organize and facilitate all reports and information necessary to complete annual audit.

#### **Organizational Planning and Administration: Human Resources**

- Oversee all human resource functions and professional service vendors in the areas of: benefits and compensation, employment policy, labor law compliance, 401k administration, new hire assistance and staff record maintenance.
- Support the hiring process by participating in interviews as appropriate.

#### **Organizational Planning and Administration: Facilities/Office Management**

- Initiate studies and obtain bids on purchase of new or replacement equipment for the office, such as phone systems, copiers, fax machines, desks and chairs, computers, etc.; develop recommendations on the replacement of office equipment; initiate repairs and/or replacement of equipment as needed.
- Analyze office systems to determine efficiencies and improvements that can be made to lower cost or improve the quality of services offered.
- Maintain relationship with professional service provider to ensure overall technology systems (network, security, etc.) are performing appropriately and secure. Identify technology and network operations issues with third-party provider and ensure issues are resolved in a timely fashion. Ensure equipment and cybersecurity evaluations are done at least annually.
- Handle all purchasing needs related to office and building supply.

- Oversee overall building maintenance.
- Determine business insurance needs and obtains bids for coverage on a bi-annual basis.

**Skills:**

- Accounting, payroll and budgeting experience
- Familiarity with financial software – SAGE preferred
- General Human Resource experience
- Keyboarding skills, familiarity with Microsoft Office software
- Strong financial acumen and attention to detail

**Employment Requirements:**

- Minimum Associates Degree in accounting, finance or operations management. Baccalaureate degree preferred or equivalent experience in accounting, human resources or related fields.
- Demonstrated ability to operate independently, take initiative and be a decision maker in assigned areas
- Strong analytical skills
- Experience with financial accounting systems required
- Able to lift a minimum of 30 pounds
- Valid driver's license