

**HALIFAX AREA ADVERTISING AUTHORITY**  
**POSITION DESCRIPTION**

**Job Title:** Financial Controller  
**Name:**  
**Department:** Administration  
**Reports to:** Executive Director  
**Status:** Exempt  
**Date:** March 2018

**Job Description:** Maintain accounting systems for the Halifax Area Advertising Authority and Daytona Beach Area Convention & Visitors Bureau.

**AREAS OF PRIMARY RESPONSIBILITY AND FOCUS:**

**Finance:**

- Provide expert counsel to the executive director and Board on all matters involving the finances of the organization.
- Maintain accurate accounting journals, reports and petty cash records.
- Balance accounts at the end of each month and process timely financial statements for HAAA dba the CVB.
- Coordinate the creation of the annual budget (and the cash flow budget that supports it) with department heads and the Executive Director. Adjust budget according to changes approved by HAAA.
- Assist auditors with annual audit of HAAA records and process fiscal year end closings.
- Issue all HAAA checks for authorized expenditures; forward check copies and departmental register recap to all departments for verification in a timely manner.
- Verify department reporting and budgets. Advise of any discrepancy or budget issues, fix errors, monitor aged invoices, etc.

**Human Resources:**

- Coordinate with AUE to facilitate the resolution of employees' HR needs.
- Complete the processing of all related required employment filings and transfer of payroll deductions, federal taxes, etc.
- Other duties and projects as assigned by executive director.

**EDUCATION/EXPERIENCE, KNOWLEDGE, SKILLS AND COMPETENCIES**

- Bachelor's Degree and/or at least five years accounting experience at an executive level
- Strong problem solving skills – including forecasting, situational analyses, anticipation of issues, and critical thinking – and the ability to find and implement proactive solutions
- Ability to consistently manage multiple tasks, setting logical priorities, and meeting deadlines in a fast-paced environment
- Ability to work independently and exercise good judgment with exceptional attention to detail
- Experience in government accounting systems and programs, and a commitment to remaining proficient on systems upgrades
- Working knowledge of major computer software technologies; to include Microsoft Office
- Strong verbal and written ability to communicate finance and human resources information to staff, Board members and the executive director
- Strong interpersonal skills with a positive, professional, attitude that enhances the organization's corporate culture

**ENVIRONMENTAL CONDITIONS:**

- Indoors in typical office environment with limited exposure to excessive noise, dust, fumes, and temperature changes approximately ninety-five percent (95%) of the time. Occasional vibrations from nearby bridge construction.
- Outdoors with exposure to noise, heat, and cold approximately five percent (5%) of the time.
- Limited city and county travel.
- Limited weekend and evening hours.
- Frequent computer use at workstation up to two hours at a time.
- Frequently work at fast pace with unscheduled interruptions.

- May move (walk or drive) from one work location to another.

**PHYSICAL DEMANDS:**

- Mobility within the office.
- Ability to work in hot and cold environments.
- Ability to walk, sit, stand and climb stairs.
- Ability to lift up to 25 pounds.
- Ability to drive own vehicle as required to perform essential job functions.
- Ability to travel out of town, including weekends, if necessary.

**COMPENSATION:**

- Salary is commensurate with experience.
- Benefit package available first of the month following ninety (90) days of continuous full-time employment.
- Full-time, exempt staff members working full days on a traditional weekend at a location *outside* of Volusia County will be compensated with an equal amount of time off as a courtesy to occur during the next two pay periods.
- Full-time, exempt staff members working outside normal business hours at a location *inside* of Volusia County will be compensated with time off at the discretion of their supervisor and the President/CEO occurring during the next two pay periods.

**Changes:** *This job description will be updated if duties and responsibilities change significantly. Job functions are subject to modification based on business necessity.*

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*The Daytona Beach Area Convention and Visitors Bureau is an Equal Opportunity Employer.*

*Minorities and females are encouraged to apply.*