



Visit Estes Park  
The Destination  
Marketing Organization  
[VisitEstesPark.com](http://VisitEstesPark.com)

**JUNE 19, 2018**

**JOB POSTING**

## **BUDGET AND FINANCE COORDINATOR**

### **JOB OVERVIEW**

The Estes Park Local Marketing District, doing business as Visit Estes Park, is currently seeking applications for a full-time, benefitted **Budget and Finance Coordinator**. As the area's destination marketing organization, the governmental district is funded primarily through the collection of a 2% Lodging Tax on short term stays. The Budget and Finance Coordinator is a critical team member responsible for the accounting and reporting of all district income and expenditures under the direction of the Visit Estes Park CEO.

### **CORE FUNCTIONS OF THE JOB**

- Budget tracking and reporting
- Providing finance management in daily, monthly and quarterly activities
- Managing the preparation, publication and filing of organization financial documents
- Examining financial and legal documents to verify accuracy and adherence to financial regulations and acceptable financial principles
- Reviewing, implementing and enforcing financial policies and best practices

### **RESPONSIBILITIES & TASKS**

#### *Finance*

- Coordinate and participate in annual audit preparation
- Track tax receipts through the Colorado Department of Revenue system
- Review, implement and enforce financial policies, including the potential development of investment policies and line of credit standards
- Assist with developing annual documentation of organization's financial records for yearly filing with the Colorado Department of Revenue

#### *Budget*

- Be an expert on the organization's budget structure and allocation codes
- Understand project budget allocations; verify costs and income on a monthly basis

- Analyze and provide monthly budget performance reports to the CEO
- Assist with developing the annual budget
- Oversee the budget expenditures and staff adherence to accepted projections

#### *Bookkeeping*

- Establish and maintain accounts receivable system using QuickBooks
- Provide the district's accountant with accurate information for posting income and expense transactions and processing checks. Obtain authorized signatures on checks and process accounts payable.
- Follow up on AP inquires as required
- Process Accounts Receivable invoices and receipts in a timely fashion, including any collections processes.
- Filing for the Finance and Administration department
- Processing sales invoices, receipts and payments

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Proficient in Microsoft Excel, QuickBooks and PowerPoint
- Prior experience using CRM
- Demonstrated creative and critical thinking skills
- Able to work on multiple projects simultaneously
- Strong communication and presentation skills
- Strong ethics with an ability to manage confidential data
- Must be incredibly organized and detail oriented
- Be a team player with a passion for the outdoors and the wonders of Estes Park

#### **MINIMUM QUALIFICATIONS**

- Bachelor's Degree in Finance, Accounting or related field, or equivalent experience;
- 5 years' experience in financial position, preferably with a governmental organization

**COMPENSATION AND TERMS**

Commensurate with experience – \$43,000 – \$50,000 annually. This position is supported with applicable employee benefits including medical, dental, vision and life insurance

**HOW TO APPLY**

To apply send your resume and a cover letter describing your interest and qualifications for this position. In the subject line indicate BUDGET AND FINANCE COORDINATOR. Email to: [sblackhurst@VisitEstesPark.com](mailto:sblackhurst@VisitEstesPark.com) before 5pm on July 6, 2018.