



Job Description Hamilton County Tourism, Inc. Accounting Manager

Department: Operations
Reports to: Director of Operations
Job Classification: Exempt, Full-Time, Manager

Position Statement

The Accounting Manager at Hamilton County Tourism (HCT) is an integral member of the organization's fiscal management team. Utilizing a paperless accounting workflow, this individual supports the Director of Operations and cross trains in accounting and customer relationship management software systems. Duties include timely processing of accounts payable, accounts receivable, procurement and inventory. This individual must strive for accuracy and works to support fiscal responsibility and stewardship with the organization's main revenue stream, the local innkeepers tax, as well as follow recommended Indiana State Board of Accounts and Federal Accounting Standards Board recommendations.

Responsibilities

Accounts Payable/Purchasing (60%)

- Work directly with the Director of Operations to streamline accounts payable and purchasing processes with related dashboards in the accounting software.
- Manage all vendor information including W-9 forms, current insurance certificates, and precise maintenance of 1099 records.
- Streamline and manage credit card workflow from all departments to ensure accuracy and timely payment.
- Track A/P invoices through workflow to vendor payment software and assign approvals.
- Process and track weekly batch payments for release from bill payment software.

Accounts Receivable (20%)

- Maintain customer information in accounting software as related to co-operative marketing projects/campaigns.
- Invoice customers as requested by marketing or sales.
- Keep a database of hotel properties, management companies and Airbnbs with proper identification numbers as assigned by Hamilton County Treasurer's office and inform President/CEO and Director of Operations of delinquent hotels.
- Assist Hamilton County Treasurer's office to track and collect delinquent Innkeepers payments.

Procurement/Partnership (10%)

- Assist marketing, sales, visitor experience, and operations with procurement utilizing the purchasing workflow for marketing swag, logo items, office supplies, lease renewals, and other organizational needs.
- CRM-Partnership Inventory management and fulfillment:
 - Process monthly inventory requests from CRM software for partnership in-kind trade.
 - Secure inventory and be prepared for impromptu review of current inventory balance to date.
 - Generate monthly in/out/remaining inventory reports from CRM software.

Additional Responsibilities (10%)

- General administrative support for the Director of Operations and operations team.
- Participate in HCT-sponsored functions and activities as needed.
- Participate in staff meetings and project meetings as required by position or requested by supervisor.
- Demonstrate a commitment to developing and embracing Hamilton County Tourism's core values of communication, collaboration, growth, intelligence and stewardship.
- Other duties as assigned.

Education & Experience

- Bachelor's degree in Accounting preferred. Will consider an Associate's degree in Accounting combined with relevant work experience.
- At least 2-3 years of accounting experience.

Requirements

- Professional demeanor, conscientious, and positive attitude to influence at all levels
- Solid verbal and written communication skills
- Excellent problem-solving skills, with ability to prioritize tasks at hand
- Excellent organizational skills, with emphasis on accuracy and high standards for completion
- Experience with SaaS accounting systems—Intacct, QuickBooks preferred
- Previous experience with SBOA annual audit process
- Knowledge of Microsoft Office 365, Mac OS, with intermediate to advanced proficiency in Microsoft Excel
- Willingness to quickly learn new software systems, and train for innovation
- Ability to work independently and as part of a team
- Proficiency in current computer software systems
- Ability to lift at least 25 pounds and move boxes and bulky materials
- Valid driver's license and ability to drive own car as well as HCT's vehicles
- Although this position is primarily 8 a.m.-5 p.m., Monday-Friday, some weekend or evening work may be required if an emergency arises

If interested in applying for this position, send a cover letter and resume to careers@hamiltoncountytourism.com by January 19. No phone calls please.