

## **JOB DESCRIPTION**

### **Revised June 2018**

### **ACCOUNTING SPECIALIST**

#### **Objective**

The Accounting Specialist is responsible for conducting the day-to-day accounting procedures of the Greater Madison Convention & Visitors Bureau (GMCVB), Madison Area Sports Commission (MASC) and Spirit of Greater Madison (SGM), including but not limited to, maintaining accounts receivable/payable functions, processing payroll, developing and implementing procedures, and providing financial information to department heads as requested.

**Department:** Operations

**Direct Report to:** Director of HR & Operations

**Job Classification:** Nonexempt, Full-time

**Work Site Location:** Corporate Office

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#### **Overview of Responsibilities\***

##### *ACCOUNTING*

- Maintain all necessary accounting records for internal operating controls and statutory requirements.
- Maintain schedules of prepaid expenses and unearned revenues.
- Perform account analysis and monthly balance sheet reconciliation.
- Update schedule of assets and calculate monthly depreciation.
- Assist in preparation of monthly financial statement and closing process for GMCVB, MASC, and SGM
- Participate in preparing for the mid-year budget review and monthly financial statements.
- Complete monthly billing process (dues and housing assessments). Perform analytical review of financial results.
- Coordinate state sales and use tax reporting
- Primary response to accounting department inquiries.
- Ensure timely preparation and distribution of payroll, reconciliation of benefits, and withholding.
- Prepare 401(K) reports and file deposits.
- Maintain relationship with contracted audit firm. In partnership with contracted CPA, plan and prepare for annual audits.
- Responsible for accounting systems (Quickbooks & Simpleview).
- Be available to the Treasurer of the Board to answer questions relating to Bureau finances.
- Perform other activities as may be assigned by the President/CEO or Director of HR & Operations.

##### *PARTNERSHIP*

- Generate new Partnership invoices, prepare corresponding statements and include appropriate cover letters from Partnership Department. Send additional notices as necessary and write-off uncollectible balances as directed.
- Oversight of past due Partnership statements on a monthly basis, review and submit aged receivable reports to Partnership department.
- Coordinate annual billing process in conjunction with the Partnership department, prepare annual billing including dues revalue, invoices, statements and appropriate letters to accompany each.
- Prepare financial reports for division heads as needed.

*\*The above is intended to describe the general content of and major responsibilities for performance of the position. It is not intended to be an exhaustive statement of job duties or requirements. It does not prescribe or restrict the tasks that may be assigned.*

## **Education and Experience Required**

- Bachelor's Degree in Accounting or Business Administration and two years of relevant experience, or an Associate's degree in accounting and 4 years of relevant experience, or equivalent combination of education and experience.
- Experience with accounts receivable, accounts payable, payroll, and budgets required.
- Experience with cash management, tax matters, capital expenditures and contracts helpful.
- Proficiency on computer based systems, which include personal computers, including Microsoft Windows 2010, Microsoft Office 2016 (Word, Excel, Access) environment required.
- Accounting software system required. Quickbooks experience preferred.

## **Skills and Abilities Required**

- Ability to communicate effectively verbally and in writing.
- Strong organizational and work planning skills.
- Ability to work with and maintain confidential data.
- Ability to establish and maintain effective working relationships.
- Strong commitment to detail, quality and accuracy.
- Ability to organize and maintain detailed databases and archives.
- Ability to work with conceptual and complex accounting issues.
- Knowledge of convention/tourism industry/non-profits a plus.

## **Physical Demands**

While performing the duties of this job, the employee is required to sit, walk and stand; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, or crouch. May be requested to lift materials of up to 35 pounds. Specific vision abilities required include reading computer screen and written documents; close vision, color vision and ability to adjust focus. Communicate via verbal, audible and written means.

## **Work Environment**

Heated and air conditioned open office environment. Noise level is usually low to moderate. May be required to occasionally travel and work off site.

## **Reasonable Accommodation**

It is the policy of the GMCVB to provide reasonable accommodations to qualified individuals with a disability who are applicants for employment or employees to perform the essential functions of the job.

**The GMCVB is an Affirmative Action and Equal Opportunity Employer**