

DIRECTOR OF FINANCE

The Director of Finance is responsible for the development, implementation and management of Visit Panama City Beach's (CVB) and Bay County Tourist Development Council's (TDC) financial activities; oversees and manage all TDC contracts; assists in the development of the TDC and CVB annual budgets; oversees the budgets and finances of the Panama City Beach Sports Park and Stadium Complex; and serves as the CVB's compliance officer. This position reports to the President/CEO of Visit Panama City Beach.

General Scope of Duties

- Responsible for assisting the President/CEO in developing and managing the TDC and CVB Annual Budgets.
- Responsible for assisting the President/CEO in overseeing and managing all TDC's contracts.
- Responsible for making, or causing to make, duly authorized disbursements for the TDC and CVB in accordance with established practices and procedures and is responsible for coordinating these activities with the County Finance Office and CVB's Certified Public Accounting firm.
- Responsible for overseeing the budgets and financial statements provided by the management company engaged to conduct the day to day operation and marketing of the Panama City Beach Sports Park and Stadium Complex.
- Responsible for maintaining files in accordance with Florida Open Records statutes and established practices and procedures.
- Responsible for providing records to Bay County's internal auditor and the CVB's outside audit firm.
- Responsible for processing CVB payroll.
- Responsible for ensuring TDC/CVB purchasing procedures are implemented and followed in accordance with established practices, procedures and policies.
- Responsible for ensuring the TDC/CVB complies with standards established by state law.
- Responsible for reporting and filing all documents related to the management of the TDC/CVB operations.
- Responsible for acting as a liaison between the TDC/CVB and County offices.

Other Duties

The Director of Finance will perform other assignments as instructed by the President/CEO of Visit Panama City Beach.

Qualifications and Skills

- Must possess the ability to portray and project a personal professional image.
- Must possess the ability to exercise initiative, good judgment, and tact when representing the CVB.
- Must possess a valid Florida driver's license. Extensive travel is required, in the performance of regular duties.

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- Must possess the ability to effectively communicate through written and verbal means.
- Must possess strong interpersonal skills, have demonstrated attention to detail, and must be computer literate.
- An understanding of Panama City Beach's tourism industry is preferred.
- Must be able to work independently, but also demonstrate the ability to work with others and in teams.
- Must possess the ability to analyze project needs, focus on achievement, manage detail and think creatively.
- Must possess strong interpersonal skills and be computer literate.
- Must possess experience in financial related fields.
- Being a Certified Public Accountant is preferred.
- Must have earned a bachelor's degree from an accredited college or university, or have commensurate experience in a directly related field.