

**Wisconsin Dells Visitor & Convention Bureau
Job Description**

Job Title: Staff Accountant
Department: Finance & Administration
Reports To: Director of Finance & Administration
FLSA Status: Exempt
Prepared By: Nichole Kocovsky
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Grade:

Summary Oversees all aspects of accounting. Ensures the proper and timely recording of all transactions to accounts receivable, accounts payable and general ledger. Performs account analysis, prepares account reconciliations, prepares correcting journal entries, and prepares accounting statements/financials reports. Ensures that all accounting policies and procedures are established so and that all financial transactions are executed and documented in accordance with generally accepted accounting principles.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Accounts Receivable:

- Prepares timely and accurate monthly billing statements.
- Monitors billing orders/schedules for membership, events, and program advertising for timeliness and accuracy prior to posting.
- Oversees and processes both routine and non-routine accounts receivable for deposit. To include membership payments, room tax payments, daily cash drawers, and web payments.
- Maintains subsidiary ledgers of the accounts receivable accounting systems and balances and reconciles accounts monthly.
- Prepares accounts receivable aging report and reconciles to general ledger monthly.
- Prepares collection notices on outstanding accounts and follows up as directed. Provides regular status reporting to Membership Manager, Director of F&A and Board of Directors.
- Responds to all customer inquiries regarding billing/credit card charges and coordinates resolution of discrepancies.
- Performs all necessary billing adjustments, processes NSF checks, and other duties as related to accounts receivable.
- Prepares small claims documents, attends court hearings.
- Maintains membership bad debt files and ensures proper organizational communication regarding status.
- Reconciles credit card receipts weekly to bank statements.
- Maintains accurate records of Gift Cards on a monthly and annual basis.

Accounts Payable:

- Oversees the processing of all accounts payable ensuring Bureau policies, government and IRS regulations are abided.
- Cuts weekly accounts payable checks and prepares for signature.
- Prepares accounts payable aging report and reconciles to general ledger monthly.

- Processes, audits & mails/files 1099's with 1096 at year end and prepare for mailing and ensures that both WDVCB and Festivals is in compliance
- Oversees the filing and maintenance of accounts payable files.
- Responds to all vendor inquiries and coordinates resolution to discrepancies.
- Oversees and maintains accurate W-9 information on all vendors.

General Ledger

- Prepares monthly bank reconciliations and perform month-end general ledger account reconciliation's.
- Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.
- Calculates and records monthly journal entries.
- Ensures accurate and timely monthly, quarterly and year end close.
- Resolves accounting discrepancies and irregularities. Reviews, recommends and creates correcting journal entries.
- Analyzes financial information to recommend or develop efficient use of resources and procedures.

Financial Reporting

- Prepares balance sheet, income statements and other reports for management team and Board of Directors.
- Prepares for year-end audit and coordinates annual financial statement closing with consulting firm.
- Creates and processes special request reports for management on monthly basis and as requested.
- Assists with preparation of annual budget process and forecasting throughout the year.

Tax Preparations:

- Determines and oversees sales tax internal processes and ensures compliance.
- Calculates and prepares sales tax liabilities, file reports and make payments.
- Ensures accuracy of outsourced payroll and enters bi-weekly, quarterly and year end payroll figures into accounting software.
- Coordinates with consulting firm on year-end tax return preparation.

Other:

- Creates, proposes and enforces accounting policies and procedures.
- Ensures that proper financial controls are in place.
Investigates issues and completes special projects as needed.
- Oversees petty cash reconciliations and randomly audits all cash on hand banks.
- Create and oversee process for maintaining all assets.
- Audits and ensures accuracy of membership contracts in accounting and CRM software, does comparison analysis and trouble shoots issues as they arise.
- Assists member manger/program managers with setup of all member billing accounts to ensure integrity of CRM and GP data.
- Attend member related events and actively participate in WDVCB, Wisconsin Dells Festivals and other related company sponsored events as requested.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Core & Job Specific Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies:

Dependable

- Diligent - Completes all tasks of a job in a timely and accurate fashion. Does what they say they will do with no excuses. Does not need reminders.
- Ethical - Performs all work with the highest level of integrity, inspires trust. Does the right thing, especially when no one is looking.
- Plans Well - Completes all coaching plan actions.
- Efficient - Uses both time and resources without waste.
- Attendance - Plans absences in advance and with notice.
- Punctual - Is on time for work, meetings and appointments.
- Plays by the Rules - Follows the rules, policies and guidelines of the WDVCB.

Respectful

- Adaptable - Adapts to change easily and with little resistance.
- Communication - Communicates clearly, genuinely and in the most efficient manner.
- Coworker Champion - Compliments the achievement of others and recognizes and celebrates extra effort.
- Open - Listens to others opinions and ideas and respectfully disagrees when theirs differ.
- Team Player - Offers assistance wherever and whenever needed and shows gratitude for assistance.
- Courteous - Is courteous and professional to all visitors and coworkers, doesn't pre-judge and never speaks negatively about them.
- Time Management - Is mindful of others workloads and schedules.

Positive

- Work Face - Professional in all communication and "checks life at the door". Exhibits genuine enthusiasm and enjoys their work.
- Problem Solving - Looks for solutions and offers suggestions instead of complaining.
- Upbeat - Looks for the good in everything – their energy brings others around them up. Avoids dramatic and negative people.
- Leadership - Portrays traits and behaviors that others want to emulate.
- Walks the Talk - Consistently displays positive, "glass half full" attitude – doesn't just say "I'm positive!"

Coachable

- Growth - Wants to improve, knows they have more to learn and room to grow.
- Team Player - Appreciates others opinions and wants to learn from them.
- Reflects - Looks in the mirror; reflects on their thoughts and actions as contributing factors and not that of others.
- Change - Applies coaching and feedback to prevent issue/error reoccurrence.
- Acceptance - Accepts and learns from constructive criticism.

Job Specific Competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Initiative - Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Job Knowledge - Competent in required job skills and knowledge, exhibits ability to learn and apply new skills, keeps abreast of current developments, requires minimal supervision, displays understanding of how job relates to others and uses resources effectively.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills.

Use of Technology - Demonstrates required skills, adapts to new technologies, troubleshoots technological problems, uses technology to increase productivity and keeps technical skills up to date.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor degree in Accounting or business required with a minimum of five or more years of directly related accounting experience.

- Good knowledge of standard accounting practices/financial controls.
- Knowledge of applicable laws, codes and regulations.
- Proficient knowledge of Microsoft Excel and Word are required.
- Accounting software knowledge required.
- Knowledge of Microsoft Dynamics GP and CRM are beneficial.
- Must have ability to read, write, analyze and interpret financial statements and business correspondence.
- Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages.
- Must possess a high attention to detail and a commitment to high quality work.
- Excellent, proven organizational and follow-through skills, ability to multi-task, prioritize and work under deadlines.
- Proven track record in problem analysis with the ability to creatively problem solve.
- Has worked on assignments that are moderately complex in nature in which judgment is required in resolving problems and making routine recommendations.
- Ability to maintain strict confidentiality and communicate in a professional manner.
- Ability to work effectively with a variety of people and display a positive attitude.
- Ability to work without regular instruction or direction on routine work or new assignments.
- Ability to read, analyze and interpret scientific and technical journals, financial reports and legal documents.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have a demonstrated working knowledge of Accounting software, Spreadsheet software, database and Word Processing software.

Certificates, Licenses, Registrations**Other Skills and Abilities**

Cash handling experience required.

Other Qualifications**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to type and talk or hear. The employee is occasionally required to stand and walk. The employee may occasionally lift and/or move up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.