Wisconsin Dells Visitor & Convention Bureau
Job Description

Job Title: Accountant
Department: Finance & Administration
Reports To: Director of Finance & Administration
FLSA Status: Non-Exempt
Prepared By: Nichole Kocovsky
Prepared Date: June 11, 2013
Approved By: Nichole Kocovsky
Approved Date: January 12, 2014
Last Reviewed Date: June 26, 2015

Summary Responsible for the recording of daily/monthly transactions to accounts receivable, accounts payable and general ledger. Other responsibilities include performing account analysis, preparing account reconciliations, preparing accounting statements and financials report. Plans, coordinates, and resolves accounting matters with Director of Administration/Finance and departments. Accounting policies and procedures are established to ensure 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.
- 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 AR aging report and reconcile to general ledger monthly.
- Prepares collection notices on outstanding accounts and follows up as directed. Provides regular reporting to Membership Manager.
- Responds to all customer inquiries regarding billing/credit card charges and coordinate 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.
- Reconciles credit card receipts weekly to bank statements.
- Maintains accurate records of Gift Cards on a monthly basis.

Accounts Payable:

- Processes all accounts payable ensuring Bureau policies, government and IRS regulations are abided.
- Prepares AP Aging and reconcile to general ledger monthly.
- Processes, audits & mails/files 1099's with 1096 at year end and prepare for mailing.
- Files and maintains AP files.
- Responds to all vendor inquiries and coordinates resolution to discrepancies.
- Maintains accurate W-9 information on all vendors.

Other:

- Calculates, prepares and enters monthly sales and use tax liabilities, file reports and make payments.
- Prepares monthly bank reconciliations and perform month-end general ledger account reconciliation's.
- Assists with annual financial statement closing and preparation for year-end audits.
- Assists with preparation of annual budget process and forecasting throughout the year.
- Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.
- Prepares balance sheet, income statements and other reports for management team and Board of Directors.
- Investigates issues and completes special projects as needed.
- Processes reports for management on monthly basis and as requested.
- Monitors petty cash reconciliations.
- Maintains inventory of printed stationary – send out necessary info on bidding process yearly.
- Maintains and orders office supplies.
- Enters bi-weekly, quarterly and YE payroll figures into GP.

Supervisory Responsibilities
This job has no supervisory responsibilities.

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

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

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

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Cooperation - Establishes and maintains effective relations, exhibits tact and consideration, displays positive outlook and pleasant manner, offers assistance and support to co-workers, works cooperatively in group situations and works actively to resolve conflicts.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

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.

Interpersonal Skills - Maintains confidentiality.

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.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.

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.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively.

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
Associate or bachelor degree in Accounting required with a minimum of two to five years accounting experience.

- Good knowledge of standard accounting practices.
- Proficient knowledge of Microsoft Excel and Word are 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.

- 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.

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.