



Visitor & Convention Bureau

Wisconsin Dells Visitor & Convention Bureau Job Description

Job Title: Accountant

Department: Administration

Reports To: Accounting Manager

FLSA Status: Exempt

Last Updated By: Nichole Kocovsky

Last Updated Date: 2/22/18

Consultant Review Date:

SUMMARY

Assists with the proper and timely recording of all transactions to accounts receivable, accounts payable and general ledger. Prepares for recommendation account analysis, account reconciliations, and journal entries. Assists with ensuring that all accounting policies and procedures are followed so that all financial transactions are executed and documented in accordance with generally accepted accounting principles.

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

In addition to the tasks summarized below, other duties may be assigned.

Accounts Receivable (est. 20%)

- 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, Leadership Team and Board of Directors.
- Prepares small claims documents, attends court hearings under the direct supervision of the Accounting Manager.
- Oversees the maintaining of membership bad debt files and ensures proper organizational communication regarding status.
- Reconciles credit card receipts weekly to bank statements.
- Maintains accurate records of gift card sales on a weekly, monthly and annual basis.
- Audits and ensures accuracy of membership contracts (dues & programs) in accounting and CRM software, does comparison analysis and trouble shoots issues as they arise.

Accounts Payable (est. 10%)

- Prepares accounts payable aging report and reconciles to general ledger monthly.
- Processes, audits and mails/files 1099's with 1096 at year end and prepares for mailing ensuring that both WDVCB and Festivals are in compliance and reviewed by the Accounting Manager.

General Ledger (est. 50%)

- Assists with preparing year-end balance details and gathering of audit information for year-end review.
- Prepares reconciliations and or research issues and problems as requested.
- Investigates issues and completes special projects as needed.
- Prepares journal entries for recommendation to the Accounting Manager.
- Performs month-end general ledger account reconciliations.

- Enters bi-weekly, quarterly and year-end payroll figures into accounting software.
- Oversees petty cash reconciliations and randomly audits all cash on hand banks.
- Prepares monthly bank reconciliations for review and approval prior to posting.
- Ensures accuracy of mailroom postage expense accounting reports, recommends and prepares monthly postage expense journal entries.
- Reviews and performs intercompany transactions and performs transfers on a weekly basis.

Tax Preparations (est. 10%)

- Ensures accurate recording of A/P invoice sales tax due, calculates and prepares sales tax liabilities, files reports and makes payments.

Supervisory Responsibilities (est. 0%)

- This job has no supervisory responsibilities.

Other (est. 10%)

- Assists with the process of tagging incoming assets and updates/maintains the asset software as directed.
- Investigates issues and completes special projects as needed.
- Attends member related events and actively participates in WDVCB, Wisconsin Dells Festivals, Inc. and other related company sponsored events as requested.

ORGANIZATIONAL COMPETENCIES

To perform the job successfully, the individual should demonstrate the following competencies.

It is expected that WDVCB employees are:

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. Works to completion regardless of hours necessary.
- *Ethical* — Performs all work with the highest level of integrity, inspires trust. Does the right thing, especially when no one is looking. Maintains confidentiality.
- *Plans Well* — Plans and prioritizes appropriately. Plans for needed resources. 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

To perform the job successfully, the individual should demonstrate the following 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.

Other Qualifications

- 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 Sage Financials 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.

Required Skills

- *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, the individual should have a demonstrated working knowledge of accounting software, spreadsheet software, database and word processing software.

Other Skills and Abilities

- Cash handling experience highly desirable.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree in accounting or business required plus a minimum of five years of directly related/general ledger reconciliation experience.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by the 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, talk, and 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 the 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.