

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

**Job Title:** Accounting Assistant  
**Department:** Administration  
**Reports To:** Accounting Manager  
**FLSA Status:** Non-Exempt  
**Last Updated By:** Nichole Kocovsky  
**Last Updated Date:** November 7, 2016

**Summary:** Responsible for assisting with accounts payable, accounts receivable and general accounting related duties.

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

**Accounts Receivable (est. 40%)**

- Assists with data entry of accounts receivable items.
- Assists with responding to customer inquiries regarding payment/credit card charges and coordinates resolution of discrepancies.
- Assists with processing and mailing of monthly billing statements.
- Assists with maintaining of bad debt files.
- Assist with auditing membership contracts in accounting and CRM software, does comparison analysis and trouble shoots issues as they arise.
- Assists with reconciling credit card receipts weekly to bank statements.

**Accounts Payable (est. 30%)**

- Data enters, coordinates signature(s), mails and files weekly accounts payable invoices/payments.
- Requests, organizes and maintains accurate W-9 information on all vendors. Responds to vendor inquiries and coordinates resolution to discrepancies.

**General/Other (est. 30%)**

- Assists with organizing and filing all accounting documentation.
- Scans and attaches accounting documentation in accounting/CRM software as directed.
- Assists with 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.
- Assists with random audits of all cash on hand banks.
- Attend member related events and actively participate in WDVCB, Wisconsin Dells Festivals and other related company sponsored events as requested.

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.

## **ORGANIZATIONAL COMPETENCIES**

To perform the job successfully, an 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, an 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.

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.

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.

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.

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.

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**

Associate's degree in business related field with two (2) or more years of accounting related experience is preferred. High school diploma with six (6) or more years of accounting related experience in lieu of a degree may be accepted.

## **Required Skills:**

- Ability to work effectively with a team and/or independently.

- Excellent, proven organizational and follow-through skills, ability to multi-task, prioritize and work under deadlines.
- Ability to interact with employees, customers and vendors in a professional manner.
- Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately.
- Must possess a high attention to detail and a commitment to high quality work.
- Excellent communication skills, both verbal and written
- Proficient knowledge of Microsoft Excel and Word are required.
- Experience with Dynamics Great Plains desired but not required.
- 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.

**Other Skills and Abilities**

Cash handling and reconciliation experience required.

**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 must 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.