

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

Job Title: Finance & Administration Assistant – Part-time

Department: Finance & Administration

Reports To: Director of Finance & Administration

FLSA Status: Non-Exempt

Prepared By: Nichole Kocovsky

Prepared Date: May 28, 2015

Approved By: Nichole Kocovsky

Approved Date: May 28, 2015

Last Reviewed Date:

Summary Responsible for assisting with accounts payable and accounts receivable processing. Provides administrative support to Director of Finance & Administration and other F&A department positions.

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

Accounting Related Job Duties:

- Assists with data entry of accounts payable invoices.
- Requests W-9's from vendors as necessary.
- Assists with data entry of accounts receivable items.
- Assists with processing and mailing of monthly billing statements.
- Assists with organizing and filing all accounting documentation.
- Scans and attaches accounting documentation in accounting/CRM software as directed. (AP invoices into GP, member contracts will go into CRM)
- Assists with data entry of membership contracts and comparison analysis.
- Assists with gathering of audit information for year-end review.
- Prepares reconciliations and or research issues and problems as requested by the Director of Finance & Administration.

Other Job Duties:

- Coordinates Material Safety Data Sheets binder.
- Assists with routine office supply ordering.
- Assists Member Manager with coordination and processing of member benefit programs that are assigned under the F&A department.
- Assists Festivals Manager weeks leading up to events and with any on site needs.
- Assists other departments and or employees as directed by the Director of Finance & Administration.

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

High school diploma with two (2) or more years of accounting related experience. Experience in lieu of a degree may be accepted. Associate's degree in business related field with one (1) or more years of accounting related experience is preferred.

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.