

Job Title: Finance Manager

Job Category: Administration- Non-exempt

Reports To: President & CEO

Summary: The Finance Manager is responsible for maintaining the records and general accounting functions and finances of the Bureau; Monitors all cash accounts; maintains proper insurance documentation, new hire process, PTO, 1099, 401K plans; coordinates annual insurance renewals; account payables; generates detailed financial reports for the President & the Board of Directors, and complies with guidelines provided by the Bureau's CPA firm and general accounting practices used by the Bureau and the travel industry.

Duties and Responsibilities:

Ongoing	
Maintain all financial information in QuickBooks related to the finance position	
Secure QuickBooks & financial data w/ passwords & account(s) identification(s)	
Communicate with Bureau's accounting firm to stay current and balanced	
Maintain current signature cards from financial institutions	
Develop and implement new Bureau financial procedures as directed	
Keep the President informed about any variances or unusual account usages	
Add new hires to insurance program, PTO, direct deposit, if applicable	
Ensure timely payments to vendors, suppliers and employees	
Coordinate and pay 401K plans, insurance	
Maintain CD's for bureau	
Maintain HR files for staff (hire date, birthdays, salary info, PTO, etc.)	
Coordinate insurance renewals annually	
Process employees hiring records and when they leave the bureau	
Weekly	
Maintain proper level of postage for postage machine	
Process invoices for accounts receivable & payable (with proper signatures)	
Check bank balances for accuracy	
Assist in setting up new employee accounts: payroll, direct deposit, insurance, and 401K plans	
Maintain all Bureau records related to accounts receivable and accounts payable	
Process expense reports according to Bureau policies & U.S. govern. standards	
Every Two Weeks	
Submit 401K plan deposits to brokerage account for each employee participating	
Manage the preparation of payroll, including changes and PTO time for all employees	
Monthly	
Monitor & balance hotel tax collections from City of Alpharetta	
Maintain journals, reconcile all accounts, subsidiary ledgers, past due receivables report, petty cash box	
Reconcile accounts payable balances with vendors and post to general ledger	
Generate all financial reports for Board of Directors meeting	
Balance monthly bank statements	
Ensure timely payments of insurance payments for medical, life, disability & officers	
Code all payables to the budget chart of accounts	
Recognize staff birthdays, anniversaries	
Yearly	
Process 1099s wage documentation to contract employees at calendar year end	

Assist in preparing documents for the annual fiscal year audit	
Work with the President on the annual budget and distribute sections to directors once approved	
Monitor CDs for maturation	
Renew all licenses for the Bureau	
Maintain the national cost for gas to be used on expense reports	

Job descriptions are not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with a job. They are intended to be reflections of the principal job elements essential for that position. The Alpharetta Convention and Visitors Bureau reserves the right to revise this description, as necessary.

Finance Manager Qualifications

- Proficient in QuickBooks
- 2 years of experience in finance, accounts payable/receivable or related experience
- 4-year college degree in accounting, finance, or related field
- Knowledgeable about HR functions, insurance, 401K plans
- Organized
- Self-motivated
- Computer skills – QuickBooks Microsoft Office, Outlook
- Great work ethics
- Understands the various reports generated by QuickBooks