

HALIFAX AREA ADVERTISING AUTHORITY
POSITION DESCRIPTION

Job Title: Financial Controller
Name:
Department: Administration
Reports to: Executive Director
Status: Exempt
Date: January 2019

Job Description: Maintain accounting systems for the Halifax Area Advertising Authority and Daytona Beach Area Convention & Visitors Bureau.

AREAS OF PRIMARY RESPONSIBILITY AND FOCUS:

Finance:

- Provide expert counsel to the executive director and Board on all matters involving the finances of the organization.
 - Proficient in GAAP and maintain best business practices.
 - Develop/maintain trends, projections, metrics and other ad hoc reporting.
- Maintain accurate accounting journals, reports and petty cash records.
- Balance accounts at the end of each month and process timely financial statements for HAAA dba the CVB.
- Coordinate the creation of the annual budget (and the cash flow budget that supports it) with department heads and the Executive Director. Adjust budget according to changes approved by HAAA.
- Assist auditors with annual audit of HAAA records and process fiscal year end closings.
- Issue all HAAA checks for authorized expenditures; forward check copies and departmental register recap to all departments for verification in a timely manner.
- Verify department reporting and budgets. Advise of any discrepancy or budget issues, fix errors, monitor aged invoices, etc.

Human Resources:

- Coordinate with Professional Employment Organization to facilitate the resolution of employees' HR needs.
- Complete the processing of all related required employment filings and transfer of payroll deductions, federal taxes, etc.
- Support Department hiring needs.
- SHRM Certification preferred.
- Other duties and projects as assigned by executive director.

EDUCATION/EXPERIENCE, KNOWLEDGE, SKILLS AND COMPETENCIES

- Bachelor's Degree and/or at least five years accounting experience at an executive level. Masters preferred
- Strong problem solving skills – including forecasting, situational analyses, anticipation of issues, and critical thinking – and the ability to find and implement proactive solutions
- Ability to consistently manage multiple tasks, setting logical priorities, and meeting deadlines in a fast-paced environment
- Ability to work independently and exercise good judgment with exceptional attention to detail
- Experience in government accounting systems and programs, and a commitment to remaining proficient on systems upgrades
- Working knowledge of major computer software technologies; to include Microsoft Office. Sage 100 ERP experience preferred
- Strong verbal and written ability to communicate finance and human resources information to staff, Board members and the executive director
- Strong interpersonal skills with a positive, professional, attitude that enhances the organization's corporate culture

ENVIRONMENTAL CONDITIONS:

- Indoors in typical office environment with limited exposure to excessive noise, dust, fumes, and temperature changes approximately ninety-five percent (95%) of the time. Occasional vibrations from nearby bridge construction.
- Outdoors with exposure to noise, heat, and cold approximately five percent (5%) of the time.

- Limited city and county travel.
- Limited weekend and evening hours.
- Frequent computer use at workstation up to two hours at a time.
- Frequently work at fast pace with unscheduled interruptions.
- May move (walk or drive) from one work location to another.

PHYSICAL DEMANDS:

- Mobility within the office.
- Ability to work in hot and cold environments.
- Ability to walk, sit, stand and climb stairs.
- Ability to lift up to 25 pounds.
- Ability to drive own vehicle as required to perform essential job functions.
- Ability to travel out of town, including weekends, if necessary.

COMPENSATION:

- Salary is commensurate with experience.
- Benefit package available first of the month following ninety (90) days of continuous full-time employment.

Changes: *This job description will be updated if duties and responsibilities change significantly. Job functions are subject to modification based on business necessity.*

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*The Daytona Beach Area Convention and Visitors Bureau is an Equal Opportunity Employer.
Minorities and females are encouraged to apply.*