



Job Title	Finance and Administration Manager
Department	Administration
Reports To	President/CEO
Organization Summary	<i>Visit Fort Wayne</i> (VFW), as Allen County's official destination marketing and management organization, promotes the city and county as an exceptional destination, and leads the growth and development of the visitor experience.
Job Summary	The Finance and Administration Manager develops and oversees the implementation of all finance functions and leads and manages several administrative functions. This person works closely with the President/CEO to create and implement a strategic vision to support the organization's financial and administrative goals.
Responsibilities	<p>Accounting/Finance Processes payables, receivables, and oversees deposits and accounts for VFW. Processes accounting responsibilities for Visit Fort Wayne Foundation.</p> <p>Select vendors with diversity as a leading standard.</p> <p>Develop and maintain financial record keeping and reporting systems including management of all aspects of the accounting process.</p> <p>Arranges and prepares for audits of VFW's books and accounts, and the processing of tax filings.</p> <p>Prepares all financial reports and statements, analyzes special statistical reports to assist management in operational and financial planning.</p> <p>Ensure an accurate and timely month-end and year-end close.</p> <p>Maintains all accounting records for internal operating control, corporate reports, and statutory requirements.</p> <p>Coordinates, prepares and implements annual operating budget for approval by the President/CEO prior to being introduced to the board of directors, by reviewing and coordinating all income forecasts and budget expense requests from each department leader.</p> <p>Works with third party accounting firm monthly according to agreement for optimum segregation of financial duties.</p> <p>Assures protection of assets through internal audit, inventory, and insurance coverage. Manages risk to the organization with the President/CEO.</p> <p>Prepares and processes staff payroll for the outside payroll firm, ensuring accuracy of pay, deductions, and paid time-off for all staff.</p> <p>Briefs President/CEO and Treasurer of the Board of directors regularly on the organization's financial status and fiscal matters.</p>

Establishes and monitors a system of internal controls to safeguard assets and maintain the integrity of VFW's operations and transactions.

Works in QuickBooks Online, Bill.com, ExcelHR, credit card software, state and federal tax portals, customer relations management software, etc.

Maintains and updates financial policies and procedures manual. Builds and implements a schedule of employee training sessions.

Oversee the effective management of vendor contracts.

Manages the organization's record retention policy, emergency operations plan, technology and equipment plan, and the business continuity plan.

Attend board meetings and finance committee meetings as requested by President/CEO.

Human Resources

Coordinates and communicates all employee benefits to the VFW team. Arranges for regularly scheduled training sessions.

Maintains the human resources/employee policy manual. Creates collaboratively with President/CEO on policy and protocol research and creation, implementation, and updating. Prepares draft policies.

Responsible for the employee administrative hiring requirements and processing, onboarding new employees, confidential personnel file management, and managing employee exits.

Develop and lead the training of employees regarding emergency plan preparedness, safety, business continuity plan readiness, technology and equipment policy, and sustainable office operations.

Works with employment law attorney to be familiar with state and federal employment laws.

Office Administration

Supervises purchase, rental and maintenance of all furniture and equipment.

Oversee general office operations and maintenance. Ensures timely maintenance for office and technology equipment. Works closely with the property management company.

Maintains organized file system. Recommends and ensures compliance with procedures for systematic retention, protection, retrieval, transfer, and disposal of records based on statutory requirements and business needs according to policy.

Work closely with the IT company to assist staff with identifying technical problems with Microsoft 365, internet, firewall, server, telephone, security system, office equipment and any additional technical problems.

Other contributions as assigned by President/CEO.

Knowledge, Skills & Abilities

The ideal candidate will be proficient in QuickBooks Pro Online and Bill.com platforms.

	<p>Proficient in Microsoft 365 – Word – Excel – Power Point – Teams, and Google Docs.</p> <p>The ability to always work in a positive and professional manner under any circumstance, with all kinds of people such as employees, board members, public and appointed officials, tourism industry partners and stakeholders, vendors, and visitors.</p> <p>Flexible and able to adjust to changing conditions and circumstances.</p> <p>Highly organized, strong attention to detail, and problem-solver</p> <p>Excellent oral and written communication skills.</p> <p>Motivated by teamwork and organizational success, self-starter and leader.</p> <p>Consistently exhibits professionalism regarding confidential matters.</p> <p>Must be able to travel if needed, help with organization events outside of normal work hours, and attend external meetings and events as requested.</p>	
Education & Work Experience	<p>Associate or bachelor’s degree in a related field such as accounting, finance, business operations, or management.</p> <p>3 or more years’ experience in finance or accounting is preferred.</p>	
Benefits	<ul style="list-style-type: none"> ● Medical Insurance ● Dental Insurance ● Vision Insurance ● Long Term/Short-Term Disability ● New Parent Leave ● Vacation, Personal, Sick, Jury and Bereavement ● 12 Paid Holidays ● Flexibility Program ● Retirement SEP IRA Program 	<ul style="list-style-type: none"> ● Life and Accidental Death and Dismemberment Insurance ● Paid Parking ● Professional Development ● Cell Phone Stipend ● Mileage Reimbursement ● YMCA Optional Discounted Membership/Wellness Program ● Mental Health Day
Hours & Location	<p>Monday – Friday 8 am – 5 pm; Rare occurrences outside normal hours.</p> <p>This is an in-office position: 927 S. Harrison Street, downtown Fort Wayne, IN</p>	
Salary	<p>Salary-Exempt; Full-Time Position. Gross salary range starting at \$72,000/yr.</p> <p>Salary will be commensurate with qualifications and experience.</p>	
Equal Opportunity	<p><i>Visit Fort Wayne</i> is an equal employment opportunity employer.</p>	
Pre-Employment	<p>A background check will be completed for any individual offered a position of employment. <i>Visit Fort Wayne</i> is a drug-free workplace.</p>	
Workplace Commitment	<p>Every employee is expected to engage in, and support, our workplace commitment statement:</p> <p><i>“All team members are expected to contribute to our safe, inclusive, healthy, harmonious, positive, and productive work culture and environment.”</i></p>	
VFW Values	<p>Awareness – Engagement – Inclusivity – Innovation</p> <p>Passion – Transparency – Service</p>	