

Gatlinburg Convention and Visitors Bureau Finance & Administrative Assistant

Nature of Work

This is very responsible accounting and technical work involving various accounting functions and processes for the Gatlinburg Convention and Visitors Bureau. Incumbents assume responsibility for designated accounting functions including accounts receivable, invoicing, and certain human resources. Activities associated with the job include daily cash handling, generating and reviewing invoices for accuracy, account payable coding/entry, and payment terms. Additional duties include maintaining files and payroll time entry. The activities associated with the job require excellent accounting and data entry skills, strong organizational and decision-making skills, dedicated attention to detail and the ability to maintain detailed financial files and supporting documentation. Job performance is evaluated by the Director of Finance & HR through review of the accuracy of completed transactions, knowledge and expertise in accounting and related financial activities, level of support and assistance provided to finance department operations and ability to effectively prioritize and organize work related activities. Job activities are also subject to state and independent audits.

Illustrative Examples of Work

- Has full working knowledge of all policies and applications as they relate to the position.
- Generates then reviews all invoices for accuracy
- Enters billing and reviews expense coding for accuracy of account coding, and payment terms
- Cash handling and daily deposit reconciliation
- Accounts receivable responsible - full charge
- Maintains employee data files and ensures payroll records are complete and accurate
- Prepares spreadsheets for reviews/audits and prepares memoranda and correspondence as needed.
- Coordinates mailroom operations
- Prepares various reports for the Director of Finance/ HR
- Assists with internal audits of payroll, accounts payable and vendor records to insure compliance with City, State, and Federal regulations.
- Perform external audits to insure compliance with all business taxes.
- Assist in Audits of invoices, refunds, credits and other matters
- Determines priorities for daily activities to meet established deadlines and complete all job tasks and assignments.
- Maintains office files, account records and a variety of related information.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited college with an Associate Degree (B.S. Degree preferred) in business administration, accounting, finance, or related field and/or a minimum of four years' experience performing advanced accounting and/or bookkeeping functions; strong organizational, interpersonal and decision-making skills; ability to accurately deal with detailed, confidential and complex information; or any equivalent combination of education and experience to provide the following knowledge, abilities, and skills:

- Thorough knowledge of Intuit QuickBooks and other related accounting software
- Knowledge of the Convention and Visitor Bureau's financial operations including tax collections, fees for services, etc.
- Knowledge of standard accounting practices and procedures pertaining to the accounts receivable, payroll and accounts payable processes.
- Knowledge generally accepted accounting standards including internal controls, auditing guidelines, reconciliation of accounts, offsetting debits and credits, etc.
- Thorough knowledge of federal and state and local financial and accounting regulations pertaining to programs and services provided by the city.
- Ability to work with detailed and complex information in an accurate and organized manner.
- Ability to adhere to established organizational policies and procedures pertaining to accounting operations.
- Ability to organize work related files and documentation in an organized and accessible manner.
- Ability to maintain organizational standards of integrity while performing work related activities.
- Ability to interact with co-workers and the public in a courteous, professional, and considerate manner.
- Ability to prioritize daily, weekly, and monthly activities to meet all established deadlines and reporting requirements.
- Ability to maintain all work-related files, documents, ledgers, and records in an organized and accessible manner.
- Ability to maintain uncompromised integrity and a high level of ethical behavior in the performance of work-related duties.
- Ability to maintain detailed records of all procurement and purchasing transactions.
- Ability to manage multiple tasks and assignments in a simultaneous, organized, and efficient manner.
- Ability to prepare clear and concise bid specifications and contractual documents.
- Ability to interact in a considerate, tactful, and professional manner with vendors, local officials, department heads, co-workers and the public.
- Ability to consistently make timely and appropriate decisions in response to job related responsibilities.
- Skill in the use of office equipment including calculators, FAX machines, copiers, computer terminals, and multi-line phone systems.
- Skill in typing and data entry and the use of computer software applications including word processing, database management and spreadsheet applications.

Physical Requirements

This is sedentary work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing and exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the work is subject to inside environmental conditions.

Necessary Special Requirements

Possession of a valid Tennessee Driver's License and the ability to be insured at standard vehicle liability rates.

**2/2021
NON-EXEMPT**