

Golden Isles Convention & Visitors Bureau

Job Title: Senior Accountant

Department: Administration

Reports to: CFO

Classification: Full Time, Year-Round Position with Benefits

SUMMARY

The Golden Isles Convention and Visitors Bureau is a nationally recognized destination marketing organization dedicated to promoting tourism in Glynn County, Georgia. The senior accountant is an integral member of the administration team at the Golden Isles CVB (Convention & Visitors Bureau), supporting the operations of the organization through accurate and timely fiscal management and reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

CVB FINANCES

- Accurately create journal entries including monthly and annual expenses, revenues, assets, and audit-related transactions.
- Ensure proper coding and enter all invoices and receipts for accounts payable.
- Prepare and process the preliminary selection of vendors to be paid weekly for the CVB via check, EFT, or credit card.
- Set up vendors and customers in the accounting software program.
- Prepare customer invoices and customer payments in CRM (Customer Relationship Management) system.
- Work with the CFO to provide monthly reports to the department directors to help manage their budgets.
- Prepare and enter cash receipts accurately in the accounting system.
- Process bi-weekly payroll and record in general ledger system.
- Interact and work positively with CVB staff regarding various accounting functions that affect the other departments.
- Research and respond to financial inquiries from internal managers and communicate findings clearly.
- Ensure that all deadlines are met in accordance with company closing dates.
- Work closely with department directors to assist and prepare financial data for committee and board meetings.
- Analyze financial transactions and accounts to determine accuracy and completeness of entries.
- Prepare reconciliations at months' ends for all balance sheet accounts and sub-ledgers.
- Assist in the preparation of the annual audit workpapers.
- Contribute to the preparation of the annual budget.
- Prepare the vendor 1099 forms at year end.
- Ensure compliance with all federal, state, and local regulations as it pertains to the organization's financial reporting.

LIVE OAK STORE FINANCES

- Manage all financial aspects of the Live Oak Store
- Work closely with the Retail Specialist ensuring purchase orders are prepared and presented timely and accurately.
- Schedule and oversee periodic inventory counts ensuring an accurate inventory balance is maintained.
- Manage the Live Oak Store accounting system.
- Manage Square POS software to include user setup and permissions.
- Ensure inventory items are set up properly in Square POS.
- Ensure purchase orders are entered for all retail purchases and enter all inventory receipts.

- Create price tickets for all retail items.
- Record daily sales, inventory purchases, payments, and deposits for retail shop.
- Calculate and pay state sales taxes monthly in a timely manner.
- File and maintain sales exempt status for retail store purchases.
- Generate all month-end reports for retail.
- Provide reports to the Retail team to assist them in managing the Live Oak Store.
- Prepare monthly reports and graphs for distribution and presentation.
- Prepare reconciliations at months' ends for all balance sheet accounts and sub-ledgers.
- Prepare the vendor 1099 forms at year end.

OTHER

- Other special projects, reports, tasks, and financial assessments as assigned by the CFO or Senior Management.
- Attend and participate in staff meetings, department meetings and other company training programs as required.

QUALIFICATIONS

- Bachelor's degree in accounting
- 3 + years of experience in an accounting role
- Excellent written and oral communication skills; excellent analytical skills
- Working knowledge of current accounting platforms (e.g., QuickBooks, Blackbaud FE-NXT, Oracle NetSuite, Great Plains, Sage, or equivalent accounting system)
- General understanding of payroll systems as it relates to accounting
- Proficiency in Microsoft Office (Word, Excel, Publisher, Outlook, PowerPoint, Teams, etc.)
- Proficiency in Square Point of Sale software or equivalent software
- Knowledge of Generally Accepted Accounting Principles
- Experience in a non-profit organization is preferred
- Highly organized with all aspects of work, both digital and paper

COMPENSATION

Compensation will consist of an attractive base salary, vacation, health and dental, and vision benefits and participation in the company retirement program.

CONFIDENTIAL INFORMATION

This position has access to confidential information that may include financial, personnel, clients, contracts, passwords, codes, etc. Employees are expected to comply with CVB policies, and all legal requirements related to confidential information.

NOTE: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this position. These statements are not intended to be construed as a complete list of all responsibilities, duties and skills required. The employee must be flexible regarding changing policies and procedures as well as varying deadlines.