



## Job Description

**Job Title:** Senior Director of Finance and Administration

**Reports To:** President

**FLSA Status:** Administrative Exemption

**Summary** Business and financial strategy, planning, monitoring, management and reporting

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Develop and manage accounting policies, systems, processes and personnel practices
- Ensure reporting and accounting practices are per regulatory and legal requirements for Visit Knoxville
- Contribute to strategic planning and decision making as a member of the Executive Leadership Team
- Supervise all aspects of Accounts Payable, Accounts Receivable, Payroll, Human Resources, Insurance, Cash Management, and Legal activities
- Prepare and present financial reports for VK management and Board of Directors
- Work with the President for the planning of the Finance Committee meetings that reports to the VK Board of Directors
- Provide financial information and recommendations to VK management for planning and budgeting purposes
- Work with outside auditors; coordinate audit activities
- Develop and implement accounting practices in compliance with GAAP
- Work with legal counsel on tax and organizational issues
- Work in partnership with the Senior Director of Sales to ensure accuracy of data generated in the VK Quarterly reports submitted to the City/County
- Direct and coordinate Accounting and Human Resource staff and efforts to ensure the financial and administrative requirements are available for the successful achievement of VK's goals

### Supervisory Responsibilities

Directly supervises employees in the Accounting and Human Resource Departments. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education and/or Experience**

Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

## **Computer Skills**

To perform this job successfully, an individual should have knowledge of Accounting software; Human Resource systems; Inventory software; Payroll systems; Spreadsheet software and Word Processing software.

## **Language Skills**

Ability to read, analyze, and interpret financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

## **Mathematical Skills**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

## **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

**Business Acumen** - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

**Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.

**Organizational Support** - Follows policies and procedures; Completes tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Ability to interpret other peoples' ideas, thoughts, and visions and provide a tangible and executable solution. Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Outside the box thinking ability, with inside the box team work. Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.