

MONTEREY
Monterey County Convention
& Visitors Bureau

Position Title: Bookkeeper

Reports To: Vice President of Finance and Regulatory Affairs

Department: Administration

Status and Classification: Regular Part-time (20-30 hours per week), Non-exempt

Position Summary

The Bookkeeper is responsible for providing clerical expertise and support throughout MCCVB's Accounts Receivable and Accounts Payable processes.

The ideal candidate in this role will:

- Aspire to inspire transformational moments
- Bring their best possible self and work
- Commit to quality and consistency
- Seek opportunities to grow and improve
- At all times be trustworthy and honest
- Be responsible and accountable for their actions and words
- Contribute to the team culture in ways that are positive and collaborative
- Demonstrate respect, kindness and trust throughout all interactions and relationship development
- Contribute to telling the story of the organization's initiatives, outcomes, and return on investment for the community in ways that are creative, strategic and outside the standard reporting metrics
- Create success through passion for the hospitality industry, the destination, and the vision, mission and values of the organization

Role and Responsibilities

- Assists with all accounts receivable and accounts payable activities including invoicing, collections, recording receipts, processing invoices and expense reports, writing checks, and filing records according to policies
- Reviews all invoices and expense reports submitted for payment to ensure policy compliance. Works with team members to ensure accuracy, adherence to policy and that sufficient information is provided on all payables submitted prior to entry into the Accounting system.
- Records receivable payments in CRM and Accounting systems
- Creates and delivers bank deposits.
- Assists with Finance Committee administration and meeting preparation.
- Assists with monthly financial statements and variance reports as needed.
- Assists with bank account reconciliations as needed.
- Assists with additional bookkeeping, administrative and analysis tasks as needed
- Contributes to our safe, positive and harmonious work culture and environment.

Other Duties

Please note this position description may not cover or contain all activities, duties or responsibilities that are required of the team member for this position. Duties, responsibilities and activities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the expected functions.

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Expected Competencies

- Expert in using Microsoft Excel, Word, and Outlook
- Excellent administrative and organizational skills
- Excellent oral and written communication skills
- Time management skills with strong ability to prioritize multiple projects
- Ability to recognize and maintain confidentiality of information. Demonstrates and adheres to confidentiality in the work place.
- Ability to work under pressure and maintain professionalism
- Ability to maintain an excellent attendance record

Preferred Education and Experience

- 2 years of bookkeeping experience
- Experience using Sage 50 (PeachTree) Accounting software
- Proficiency using a CRM or similar customer database system
- Experience in the hospitality industry in Monterey County
- Prior CVB and/or non-profit experience

Supervisory Responsibility

This position has no supervisory duties.

Work Environment

This job operates in a clerical office setting. This role routinely uses standard office equipment including a computer, phone, copier, and filing cabinets.

Physical Demands

This is largely a sedentary role; however, some filing and moving around is required. This role requires the ability to lift items, open filing cabinets and bend or stand as necessary.

Position Type/Expected Hours of Work

This is a part-time position. Days and hours of work will fall between Monday through Friday, 8:30 a.m. to 5 p.m. Evening and weekend work is not expected. Maintaining an excellent attendance record is expected.

Travel Expectation

The responsibility of delivering bank deposits requires the candidate to be able to travel between the MCCVB and its bank offices. This position is expected to include less than 5% travel time within Monterey County and no travel outside of Monterey County.

Additional Eligibility Qualifications

None required for this position.