



Position Title: Vice President of Finance
Reports To: President and CEO
Department: Administration
Job Status, Classification: Full time Regular, Exempt

Position Summary

We are looking for an experienced and dedicated VP of Finance, reporting to the CEO, responsible for developing and directing the organization's financial plan including budgets, forecasting, policy oversight, and jurisdiction investment partner relationships. This position works closely with our executive leadership team and optimizes team efficiency by implementing best practices in policies, procedures and systems that support the organization's vision, mission, values and strategic objectives.

The ideal candidate in this role will:

- Aspire to inspire transformational moments
- Be a strong, strategic, thoughtful team member
- Always bring their best possible self and work
- Commit to quality and consistency
- Seek opportunities to grow and improve
- At all times be trustworthy, honest, and accountable
- Positively contribute to the team culture
- Contribute to telling the story of the organization's initiatives, outcomes, and return on investment for the community in ways that are creative and strategic
- Create success through passion for the hospitality industry, the destination, and the vision, mission and values of the organization
- Create and execute plans that are a clearly defined road map to achieve the targeted goals of the organization

Role and Responsibilities

- Oversees all financial transactions of the organization in accordance with GAAP
- Maintains all financial records, contracts, agreements and corporate documents
- Interacts with jurisdictions to ensure they have the proper budget amounts for their investments and to ensure budgeted revenues are received as expected
- Analyzes data to gain insights on market performance and shares analysis with the team, jurisdiction representatives, media and other stakeholders
- Manages cash flow
- Oversees the fixed asset and depreciation schedules; ensures proper recording of new purchases and disposals
- Oversees monthly account reconciliations
- Oversees corporate credit card use and statements, receipts and expense forms
- Prepares and ensures timely delivery of accurate financial statements including variance analysis, balance sheet, income statement, aged receivables, aged payables, cash flow and other reports as needed to the team, Finance Committee and Board of Directors
- Maximizes return, and limits risk, on cash by monitoring bank balances and making investments as approved

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- Maintains financial security by following internal controls
- Develops expense forecasting in cooperation with department heads
- Manages relationship between See Monterey and CPA Firm and Audit process
- Files all tax documents in accordance with government and IRS requirements
- Collaborates with all departments to ensure integrated annual budgeting and resource management
- Liaises with Treasurer and supports the Finance Committee and its meetings
- Supervises department staff and manages bank relationships
- Maintains accounting controls by preparing and recommending policies and procedures; recommends financial actions by analyzing accounting options
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions
- Maintains existing financial systems and develops new tools as necessary for new requirements and to drive efficiency
- Fosters positive relationships with stakeholders
- Contributes to our safe, healthy, harmonious, productive, positive, and professional work culture and environment

Supervisory Responsibility

This position is responsible for supervising team members in the accounting department.

Other Duties

Please note this position description does not cover or contain all activities, roles or responsibilities that are required of the team member in the position and they may change at any time with or without notice.

Reasonable accommodation will be made to enable differently abled individuals to be successful in this role.

Expected Competencies and Performance Attributes

- Expert level knowledge of and experience with compliance with Generally Accepted Accounting Principles
- Detail oriented and highly skilled in dealing with financial and numeric data
- Highly skilled in use of MS Office products (Word, Outlook, Excel, and PowerPoint) and familiar with cloud computing environments
- Excellent work habits and ability to manage time to get the job done, especially when greater than normal workloads occur
- Understanding of and compliance with confidentiality regarding team records and other information
- Ability to produce accurate and professional materials and documents
- Ability to consistently manage financial policies, processes and systems that result in successful audits with minimal adjusting entries and no internal control recommendations
- Excellent oral and written communication skills including the ability to write reports, business correspondence, and procedure manuals and the ability to effectively present information and respond to questions from the Board of Directors, clients, customers, and the general public
- Ability to know when to make decisions and take initiative
- Experience in planning multi-million dollar budgets and initiatives in conjunction with overall organizational strategies and objectives
- Accomplished at multi-tasking and using creative planning skills

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Desired Education and Experience

- A minimum ten (10) years' practical and progressively responsible experience working with finance/accounting systems and leading a finance/accounting department
- A degree in finance/accounting or in business with emphasis in accounting
- Relevant certifications (CFM, CPA, MBA etc.)
- Experience with Sage Intacct and/or other internet-based accounting software
- Destination Marketing Organization (DMO) or non-profit experience
- Fundamental knowledge of CMS/CRM systems

Work Environment

This position operates in a clerical office setting. This role routinely uses standard office equipment including computers, keyboards, phones and a copier/scanner.

Physical Demands

This is largely a sedentary role with extended work time sitting at and using a computer including a keyboard and mouse. The person in this role must have the ability to lift and carry items, walk up and down stairs, and bend/sit and stand as necessary.

Position Type/Expected Hours of Work

This is a full-time in-market (Monterey) position. The office schedule is Monday through Friday, 8:30 a.m. to 5 p.m. Evening and weekend work and participation in events that occur after hours is expected regularly.

Travel Expectation

This position may require up to 25% local (within Monterey County) travel. This position may also require travel on occasion outside of Monterey County and/or California to attend industry meetings, conferences, and other events/activities. The ability to travel by car and plane is expected.

See Monterey offers a comprehensive and competitive Team Member Investment Package including but not limited to competitive salary, incentive potential (based on goal achievements), professional development (enhancing your knowledge, skills and competencies), professional association memberships, and parking/cell/home internet reimbursements. In addition, team members have the option to participate in our 401k (including Roth) retirement savings plan including immediate See Monterey match and vesting and shared cost group health, dental, vision, life and long-term disability insurance coverage.

While we have plenty of amazing programs and initiatives to accomplish, we genuinely care about our team and we believe in Professional and Personal Time Equity. In the spirit of understanding that all Super Humans need time to rest, relax and recharge, See Monterey provides paid Personal Time Off (PTO) benefits to all team members. In addition to paid PTO, See Monterey offers paid days off for Holidays (8), Floating Holidays (4), Bereavement (5), Jury Duty (5), and Social Responsibility (2).

If you are interested in joining our team, please send your cover letter and resume to HR@seemonterey.com

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