

### **VICE PRESIDENT OF ADMINISTRATION**

The Vice President of Administration is responsible for the development, implementation and management of the Bay County Tourist Development Council's (TDC) and the Panama City Beach Convention & Visitors Bureau's (CVB) administrative, accounting and financial activities; serves as the finance and accounting liaison with the company managing the CVB's sports facilities; and assists in overseeing and managing all TDC contracts. This position reports to the President/CEO of the Panama City Beach Convention & Visitors Bureau.

#### **General Scope of Duties**

- Responsible for developing, maintaining and implementing the Program of Work and related budget for the operations and beach management.
- Responsible for serving as the accounting and finance liaison with management company operating the CVB's sports facilities, including the Publix Sports Park.
- Responsible for assisting the President/CEO in developing the TDC and CVB Annual Budgets.
- Responsible for assisting the President/CEO in overseeing and managing all TDC's contracts.
- Responsible for making, or causing to make, duly authorized disbursements for the TDC and CVB in accordance with established practices and procedures and is responsible for coordinating these activities with the County Finance Office and CVB's Certified Public Accounting firm.
- Responsible for maintaining files in accordance with Florida Open Records statutes and established practices and procedures.
- Responsible for working with and providing records to Bay County's internal auditor and the CVB's outside audit firm.
- Responsible for managing the CVB's benefit programs and processing CVB payroll.
- Responsible for ensuring TDC/CVB purchasing procedures are implemented and followed in accordance with established practices, procedures and policies.
- Responsible for evaluating and recommending changes to the CVB's established practices, procedures and policies to ensure the CVB takes all reasonable action to prevent cyberattacks, fraud, or malfeasance.
- Responsible for overseeing the CVB's accounting activities.
- Responsible for reporting and filing all documents related to the management of the TDC/CVB operations.
- Responsible for acting as a liaison between the TDC/CVB and County offices.

#### **Other Duties**

The Vice President of Administration will perform other assignments as instructed by the President/CEO of the Panama City Beach Convention & Visitors Bureau.

#### **Qualifications and Skills**

- Must possess the ability to portray and project a personal professional image.

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- Must possess the ability to exercise initiative, good judgment, and tact when representing the CVB.
- Must possess a valid Florida driver's license. Extensive travel is required, in the performance of regular duties.
- Must possess the ability to effectively communicate through written and verbal means.
- Must possess strong interpersonal skills, have demonstrated attention to detail, and must be computer literate.
- An understanding of Panama City Beach's tourism industry is preferred.
- Must be able to work independently, but also demonstrate the ability to work with others and in teams.
- Must possess the ability to analyze project needs, focus on achievement, manage detail and think creatively.
- Must possess strong interpersonal skills and be computer literate.
- Must possess experience in administrative or financial related fields. Certified Public Accounting designation is preferred.
- Must have earned a bachelor's degree from an accredited college or university, or have commensurate experience in a directly related field.