



JOB TITLE: Financial Program Specialist

SALARY RANGE: \$48,000 - \$72,000

OPENING DATE: February 18,2025

CLOSING DATE: Until position is filled

WORK HOURS: Monday – Friday 8:30 AM – 5:30 PM

JOB SUMMARY: Under general direction, is responsible for performing administrative professional work coordinating financial operations of assigned projects and activities to include the San Antonio Public Improvement District (TPID); Monitors and evaluates assigned programs and projects, sets deadlines, analyzes issues, and provides recommendations. May exercises functional supervision over assigned staff.

ESSENTIAL JOB FUNCTIONS:

- **Financial Operations** – Oversee daily financial operations to include coordination of accounting transactions and related internal reporting. Support the preparation of comprehensive financial reports, income statements, balance sheets, cash flow analysis, ROI analysis.
- **Process Improvement and Data Analysis** – Develop standardized procedures for program activities including but not limited to hosting obligations, hotel incentives, and group incentives with specific focus on eligibility, intake, approval, processing, documentation, financial reporting, and results analysis. Analyze financial data and relevant research to identify trends and areas for improvement.
- **Regulatory and Compliance Monitoring:** Ensure program activities comply with local, state, governance, and contract requirements. Develop and oversee detailed contract administration plan ensuring adherence to relevant requirements. Identify compliance risks and implement corrective actions. Serve as a point of contact with external auditors.
- **Service Plan Management:** Facilitate necessary administrative requirements including annual review and approval of comprehensive service plan and budget supporting TPID's objectives, initiatives, and performance metrics. Facilitate long term reauthorization process.
- **Budgeting and Forecasting:** Create and monitor program budgets, identify potential variances and adjustments as needed. Develop financial models to project program performance and support decision-making.
- **Policy and Governance:** Monitor legislative activity in coordination with legal counsel and identify potential impact. Facilitate submission of action items as required board of directors or city council actions and document approval as required.
- **Stakeholder Communication:** Develop and activate a detailed communication strategy in partnership with program management to provide clear and concise financial information and operational updates. Serve as a designated point of contact with relevant stakeholders including city and county contacts.
- Performs related duties and fulfills responsibilities as required.

JOB REQUIREMENTS:

- Bachelor's Degree from an accredited college or university with preferable coursework in Business, Public Administration, Finance, Economics or a related field.

PREFERRED QUALIFICATIONS:

- Advanced knowledge of Texas Administrative Code (Chapters 156,184)
- Advanced knowledge of Texas Local Government Code (Chapters 351, 372, 478, 479, 480)
- Advanced knowledge of Generally Accepted Accounting Principles
- Advanced knowledge of non-profit governance

APPLICANT INFORMATION:

- If selected for this position, official transcripts, diplomas, certifications and licenses must be submitted at the time of processing. Unofficial transcripts and copies of other relevant documents may be attached to the application for consideration in advance.
- Please be advised that if selected for this position, information regarding employment history as it relates to the qualifications of this position will be needed for employment verification. Applicants claiming military service to meet the experience requirement for this position may attach a DD214 to the application.
- Applicants selected for employment with Visit San Antonio in this position must receive satisfactory results from pre-employment drug testing and background checks. If required for the position, a physical, motor vehicle record evaluation, and additional background checks may be conducted.

KNOWLEDGE SKILLS AND ABILITIES:

- **Strong analytical skills:** Ability to interpret complex financial data and draw meaningful conclusions.
- **Financial acumen:** Comprehensive understanding of accounting principles, budgeting, and financial reporting.
- **Data analysis proficiency:** Skills in using data analysis tools to extract insights from financial data.
- **Communication skills:** Effectively communicating complex financial information to diverse audiences.
- **Problem-solving abilities:** Identifying financial issues, analyzing root causes, and proposing solutions.

PHYSICAL REQUIREMENTS:

Physical requirements include visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to sitting, standing, lifting and walking to perform the essential functions. Working conditions are primarily inside an office environment.

This position is a full-time position, subject to local travel and/or evening and weekend hours on an as needed basis. Visit San Antonio offers a competitive benefits package including paid holidays and annual leave, health & wellness plan options, and retirement plan options. Visit San Antonio is an equal opportunity employer. Applications from men, women, individuals with disabilities, veterans, and people of diverse cultural backgrounds are encouraged to apply.

To apply for this position, please send your application, EEO questionnaire, resume, and cover letter to jobs@visitsanantonio.com.

The job is posted here: [VSA Job Site](#)