



<b>Job Title:</b>	<b>Vice-President of Finance and Administration</b>
<b>Job Category:</b>	VP
<b>Reports To:</b>	President/CEO
<b>Summary:</b>	Directs administrative, financial and human resource affairs of Bureau, including developing and implementing procedures, preparing financial reports and statements.
<b>Overview:</b>	Visit York County is an organization of five professionals working in their downtown office in Rock Hill, SC. The mission of Visit York County is to create a thriving travel and tourism economy in York County, SC.
<b>Compensation &amp; Benefits</b>	<ul style="list-style-type: none"><li>• Salary starting at \$60,000</li><li>• Medical, dental and vision (PEBA)</li><li>• SCRS Retirement Plan (State Retirement)</li></ul>
<b>Duties &amp; Responsibilities:</b>	<p><u>Finance:</u></p> <ul style="list-style-type: none"><li>• Direct all financial matters for Visit York County</li><li>• Serves as the finance liaison to the Visit York County Board of Commissioners</li><li>• Works with President/CEO to create the fiscal year budget annually to be presented to the Board of Commissioners</li><li>• Works with staff to maintain budget control and goals within assigned market segments</li><li>• Oversees all documentation of organization financial records</li><li>• Works with contracted accounting firm to provide an annual audit of organization</li><li>• Oversees all banking, cashflow, deposits, and monthly reconciliation</li><li>• Responsible for biweekly accounts payables and weekly accounts receivables</li><li>• Coordinates the creation and Reporting of P&amp;L to President/CEO and Board Treasurer</li></ul> <p><u>Human Resources:</u></p> <ul style="list-style-type: none"><li>• Maintains personnel files to ensure compliance including new employee paperwork, W-4 forms, retirement, benefits, health insurance, etc.</li><li>• Oversees state health insurance and retirement benefits including liaison to the state office, monthly and quarterly payments, additions and changes for employees</li><li>• Creates and maintains a formal new hire onboarding process</li><li>• Works with payroll service provider for biweekly payroll, changes in insurance benefits/premiums, vacation or sick time used, bonus compensation, commission, or salary changes</li></ul>

- Works with ASIFlex for HSA contributions (biweekly)

Administration:

- Serves as Bureau liaison for contracted services including but not limited to IT, janitorial, copier, postage, office lease, phones, security, internet, pest control, etc.
- Manages Post Office box and all incoming and outgoing mail
- Collects and assembles annual staff goals into presentation format
- Reviews and updates annually property insurance coverage as required by the SC Insurance Reserve Fund.
- Maintains Destination International Accreditation status through annual progress renewal, as well as 4-year and 8-year application process
- Prepares and oversees office's technology plan (replacement and purchase of computers, laptops, iPads, server, cell phones)
- Bureau liaison for contracted payroll distribution, financial auditor, and computer maintenance.

Grants & Reimbursements

- Prepares all municipality and county Accommodations Tax and Hospitality Tax grant applications.
- Oversees quarterly, biannual, and annual documentation (copy of invoice, copy of check, copy of canceled check, proof of performance) for reimbursements to municipality and county grant applications
- Responsible for applying to all state grants and the reimbursement process associated with the grant
- Completes any close out forms or reporting for all grants
- Actively seeks and applies for new, creative funding sources including local, state, regional, and federal grants that would benefit Visit York County

**Attributes:**

Strong organizational skills and attention to detail  
 Excellent verbal and written communications  
 Recognizes the importance of customer service  
 Proven ability to multi-task and take initiative

**Qualifications:**

Proficient in Microsoft Office and QuickBooks  
 Minimum of three years of accounting experience

**Requirements:**

Bachelor's degree or equivalent work experience  
 Human Resources experience preferred  
 Grant writing experience preferred  
 Occasional weekend and evening assignments