



JOB DESCRIPTION

JOB TITLE: Assistant Director of Finance
DEPARTMENT: Administration
REPORTS TO: COO

SUMMARY: The Assistant Director of Finance serves to ensure that the financial integrity of the organization remains sound. Under the direction of the COO, this position performs all financial responsibilities of the organization as well as institutes procedures to execute checks and balances ensuring the integrity of the organization. Primary duties and responsibilities are as listed below.

DUTIES & RESPONSIBILITIES:

- Management and oversight of all audit and finance functions for the organization.
- Processes all payments for Visit Jacksonville to include ACH, printed checks, credit card payments, Sports Tourism and Grant funding.
- Performs monthly close and prepares financial statements for internal use and for reporting to the Tourist Development Council.
- Performs monthly bank and credit card reconciliations; multiple business credit cards.
- Prepares and present items for the Board of Directors Finance committee review in coordination with Visit Jacksonville Board of Directors meetings.
- Prepares invoices and requests reimbursement payments monthly to TDC for contracts that operate on a reimbursement basis.
- Reviews tracking and processing of grant payments and reconciles with internal tracking.
- Responsible for final annual reconciliation of contractual payments to expenses.
- Continual investment in financial process improvement to ensure efficiencies as well as better controls.
- Oversight of day-to-day financial transactions: pre-approval of all expenses for budgetary constraints; input of all transactions in accounting system.
- Helps establish the annual budget for entire organization with insight and direction from the Executive Team.
- Ensures departments are staying within budget on expense by monitoring financial statements monthly.
- Management of procedures and improvement in efficiency for paperless processing of all accounting functions.
- Annual update and review of all procedures pertaining to all financial functions. Annual update of forms used by staff for processing accounting transactions in the organization.
- Management, responsibility and oversight of annual financial audit by external CPA firm.
- Management, responsibility and oversight of year-end close procedures and payments.
- Management and oversight of bi-weekly and year-end payroll processes and approval. Ensures all employees direct deposit reimbursements are properly recorded in accounting system and processed in payroll biweekly.
- Reviews all travel packets to ensure all procedures are properly followed for reimbursement claims.
- Crafts, updates and instructs Visit Jacksonville staff on purchasing and other financial procedures and updates.
- Assists with Request for Proposals on projects requiring an RFP.
- Continual exploration within accounting software on ways to utilize additional functionality for organizational improvement.
- Seeks best options for organizations credit card platforms to ease transaction recording automation and provide best return for Visit Jacksonville.

- Performs internal audits or other checks on processes as determined needed as a result of day to day operations or as directed by the President or as requested by other Executive Team members.
- Ensures banking and credit card protocols are sound and serves as primary liaison between financial institutions.
- Maintenance of organizational filings, Sunbiz, 990s, etc.
- Other duties as assigned and needed by the COO.

REQUIREMENTS:

- Bachelor's Degree in Accounting from accredited college or university. Consideration will be given to Finance degree with essential experience working in accounting.
- Minimum 7 years' work experience in accounting (preferably non-profit or governmental contract experience).

ESSENTIAL SKILLS:

- Experience in financial reporting and statement presentation.
- Thorough understanding of journal entries, debit/credit transactions.
- Detail-oriented while also providing timely information and project response.
- Strong understanding of internal controls and strengths/weaknesses in financial processes as well as ability to craft procedures to strengthen processes.
- High integrity and ethical responsibility a must.
- Excellent verbal and written communication skills.
- Strong organizational skills with the ability to manage multiple assignments in an efficient manner.
- Ability to work with minimum supervision.
- Advanced Excel skills.
- Visit Jacksonville strives to be paperless in financial processing; ability to continually improve and work within these parameters is a must.
- Proficient in accounting software. Visit Jacksonville uses Sage Intacct. Proficiency in QuickBooks or similar platform will be considered.
- Ability and commitment to maintain confidentiality of all corporate, Board, personnel and research matters.

PREFERRED SKILLS:

- Experience with non-profit, accrual-based accounting and reporting.
- Experience in governmental contracts and compliance with execution.
- Experience with Sage Intacct.
- Experience in a paperless accounting environment.
- Experience in process improvement protocol: execution of accounting software change within an organization, crafting of procedures, etc.