

**FORT WORTH CONVENTION & VISITORS BUREAU**

**Finance Administrative Assistant**

**JOB DESCRIPTION**

**JOB TITLE:** **Finance Administrative Assistant**

**DEPARTMENT:** ***Finance & Administration***

**POSITION REPORTS TO:** Vice President of Finance & Administration / Finance & HR Manager

**EXEMPT OR NON-EXEMPT:** Non- Exempt

**SUMMARY OF BASIC FUNCTIONS:** Performs a wide variety of general accounting and administrative and program support activities in the Finance & Administration department.

**REPRESENTATIVE DUTIES AND RESPONSIBILITIES:**

- Performs a range of general clerical, accounting and bookkeeping support functions for the Bureau and other affiliated organizations.
- Update and maintain accounting journals, ledgers and other records detailing financial business transactions (e.g., disbursements, expense vouchers, receipts, accounts payable). Enters data into computer system using defined computer programs.
- Compile data and assists in preparation of internal reports for management for budgeting, analysis, reforecasting, etc.
- Compiling expense reports for staff using Corporate American Express/VISA cards.
- Handles payments to vendors using Corporate Credit Cards – VISA or AMEX.
- Sends reminders to outstanding accounts receivable over 60 days.
- Monitors retail sales of the visitor center and reconcile actual bank receipts from Square Merchant services versus recorded sales at the Main Street Visitor Center. Periodically tally inventory balance information with items sold.
- Liaison with the building management to report building repair issues and other requests for building maintenance.
- Periodically checks office supplies inventory and process reorders for items needed.
- Serves as the Front Office receptionist twice a week – Thursdays and Fridays. Provide switchboard relief for the Receptionist during lunch, breaks and vacation days. This function deals with inquiries and supply information of the phone and face to face to the general public, clients and customers.
- Perform related duties and other special projects as may be assigned.

**POSITION QUALIFICATIONS:**

- Education:** Minimum - High School diploma or equivalent. Preferably has an associate degree in business or accounting.
- Experience:** One – Three years prior accounting and bookkeeping experience.
- Special Skills:** Competency in Microsoft applications including Word, Excel and Outlook. Good organizational, verbal and written communication skills. Attention to details and ability to multi-task.

**WORKING CONDITIONS:**

The work conditions involve regular work hours, indoor work subject to many interruptions, routine, varying, unpredictable situations, multiple projects and priorities. Frequent communication with internal and external parties and required use of computer and telephones are also a part of the work conditions. In addition, there are required reading, writing and math skills to be performed. There are no off-job site job travel requirements.

**RESPONSIBILITY FOR THE WORK OF OTHERS**

**None**

**PHYSICAL DEMANDS:**

Sitting - Constant  
Standing - Occasional  
Walking – Occasional  
Lifting – Occasional (Medium, 20-30 lbs.)  
Carrying – Occasional (Medium, 20-30 lbs.)  
Pushing – Occasional (Medium, 20-30 lbs.)  
Pulling – Occasional (Medium, 20-30 lbs.)  
Reaching – Frequent  
Handling – Frequent  
Kneeling – Rare  
Stooping – Rare  
Crouching – Rare  
Bending – Occasional