



Wisconsin Dells Visitor & Convention Bureau Job Description

Job Title: Accountant
Department: Finance & Operations
Sub Department: Accounting
Reports To: Director of Accounting
FLSA Status: Exempt
Last Updated By: Nichole Kocovsky
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SUMMARY

Responsible for the proper and timely recording of all transactions to accounts receivable, accounts payable and general ledger. Prepares for recommendation account analysis, account reconciliations, and journal entries as directed. Responsible for asset inventory and accurate and timely calculation of Sales/Use and Premier Resort Tax. Assist with ensuring that all accounting policies and procedures are followed so that all financial transactions are executed and documented in accordance with generally accepted accounting principles.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

ESSENTIAL DUTIES AND RESPONSIBILITIES

In addition to the tasks summarized below, other duties may be assigned.

General Ledger (est. 50%)

- GNLED01 — Assist with preparing year-end balance details and gathering of audit information for year-end review.
- GNLED02 — Prepare reconciliations as needed to research, troubleshoot, and make recommendations to resolve identified concerns.
- GNLED03 — Investigate issues and completes special projects as needed.
- GNLED04 — Prepare journal entries for recommendation to the Director of Accounting.
- GNLED05 — Perform month-end general ledger account reconciliations.
- GNLED06 — Enter bi-weekly, quarterly, and year-end payroll figures into accounting software.
- GNLED07 — Oversee petty cash reconciliations and randomly audit all cash on hand banks.
- GNLED08 — Prepare monthly bank reconciliations for review and approval prior to posting.
- GNLED09 — Review and perform intercompany transactions and transfers on a weekly basis.

Accounts Receivable (est. 20%)

- ACCTR01 — Record incoming payments.
- ACCTR02 — Oversee and assist with accounts receivable items.
- ACCTR03 — Respond to customer inquiries regarding outstanding balance/payment/credit card charges and coordinate resolution of discrepancies.
- ACCTR04 — Prepare and mail/email timely and accurate monthly billing statements along with any required invoices.
- ACCTR05 — Process non-routine accounts receivable for deposit, as directed.
- ACCTR06 — Recommend and perform all necessary billing adjustments for approval, process NSF checks, and perform other duties as related to accounts receivable.
- ACCTR07 — Ensure that all incoming payments are delivered and deposited daily at the bank.

- ACCTR08 — Maintain subsidiary ledgers of accounts receivable, and balance and reconcile accounts monthly.
- ACCTR09 — Prepare monthly accounts receivable aging report and reconcile to general ledger.
- ACCTR10 — Assist in preparing collection notices on outstanding accounts and follow up as directed. Provide regular status reports to Director of Accounting for further distribution.
- ACCTR11 — Assist in preparing small claims documents, under the direction of the Director of Accounting.
- ACCTR12 — Oversee the maintenance of partnership bad debt files and ensure proper organizational communication regarding status.
- ACCTR13 — Reconcile credit card sales receipts weekly to bank statements.
- ACCTR14 — Audit and ensure accuracy of partnership contracts (dues & programs) in accounting and CRM software, perform comparison analysis, and troubleshoot issues as they arise.

Accounts Payable (est. 10%)

- ACCTP01 — Responsible for data entry of accounts payable invoices.
- ACCTP02 — Review all incoming invoices for accuracy of sales tax charged, follow up with vendors to correct errors, and record liability when it has not been charged appropriately.
- ACCTP03 — Request, organize and maintain accurate W-9 information on all vendors.
- ACCTP04 — Respond to vendor related inquiries and coordinate resolution of discrepancies.
- ACCTP05 — Coordinate all signatures and mail/distribute signed checks.
- ACCTP06 — Monitor vendor statements for accuracy and follow up on outstanding invoices and payments.
- ACCTP07 — Prepare monthly accounts payable aging report and reconcile to general ledger.
- ACCTP08 — Under the direction of the Director of Accounting, process, audit, and mail/file 1099s, with 1096, at year end and prepare for mailing, ensuring that both WDVCB and Wisconsin Dells Festivals, Inc. are in compliance.

Tax Preparations (est. 10%)

- TXPRP01 — Under the direction of the Director of Accounting, ensure accurate recording of accounts payable invoice sales tax due and calculate sales tax and premier resort tax liabilities for filing, reporting, and payment.

Other (est. 10%)

- OTHER01 — Ensure the process of tagging incoming assets and update/maintain the asset software as directed.
- OTHER02 — Attend partner-related events and actively participate in WDVCB, Wisconsin Dells Festivals, Inc., and other related company sponsored events as requested.
- OTHER03 — Organize and maintain all accounting related files.
- OTHER04 — Support and back up other administrative functions as directed.

Supervisory Responsibilities (est. 0%)

- SPRVS01 — This job has no supervisory responsibilities.

ORGANIZATIONAL COMPETENCIES

To perform the job successfully, the individual should demonstrate the following competencies.

It is expected that WDVCB employees are:

Accountable

- *Personal Responsibility* - Take responsibility for all work activities and actions. Follow through on work commitments.
- *Initiative* - Implement organizational decisions with a positive attitude and understand the impact your work has on others.
- *Confidentiality* – Maintain confidentiality of the organization, employees, vendors, partners, and all others you encounter through your work.

Dependable

- *Diligent* — Complete all tasks of a job in a timely and accurate fashion. Do what you say you will do with no excuses. Does not need reminders. Work to completion regardless of hours necessary.
- *Ethical* — Perform all work with the highest level of integrity, inspire trust. Do the right thing, especially when no one is looking. Maintain confidentiality.
- *Plan Well* — Plan and prioritize appropriately. Plan for needed resources. Complete all coaching plan actions.
- *Efficient* — Use both time and resources without waste.
- *Attendance* — Plan absences in advance and with notice.

- *Punctual* — Is on time for work, meetings and appointments.
- *Play by the Rules* — Follow the rules, policies and guidelines of the WDVCB.

Respectful

- *Adaptable* — Adapt to change easily and with little resistance.
- *Communication* — Communicate clearly, genuinely and in the most efficient manner.
- *Coworker Champion* — Compliment the achievement of others and recognize and celebrate extra effort.
- *Open* — Listen to others' opinions and ideas and respectfully disagree when theirs differ.
- *Team Player* — Offer assistance wherever and whenever needed and show gratitude for assistance.
- *Courteous* — Is courteous and professional to all visitors and coworkers, don't pre-judge and never speak negatively about them.
- *Time Management* — Is mindful of others' workloads and schedules.

Positive

- *Work Face* — Professional in all communication and "check life at the door." Exhibit genuine enthusiasm and enjoy their work.
- *Problem Solving* — Look for solutions and offer suggestions instead of complaining.
- *Upbeat* — Look for the good in everything. Their energy brings others around them up. Avoid dramatic and negative people.
- *Leadership* — Portray traits and behaviors that others want to emulate.
- *Walk the Talk* — Consistently display positive, "glass half full" attitude. Don't just say "I'm positive!"

Coachable

- *Growth* — Want to improve, know you have more to learn and room to grow.
- *Team Player* — Appreciate others' opinions and want to learn from them.
- *Reflect* — Look in the mirror – reflect on your thoughts and actions as contributing factors and not that of others.
- *Change* — Apply coaching and feedback to prevent issue/error reoccurrence.
- *Acceptance* — Accept and learn from constructive criticism.

JOB SPECIFIC COMPETENCIES

To perform the job successfully, the individual should demonstrate the following competencies:

Analytical – Synthesize complex or diverse information; collect and research data; use intuition and experience to complement data; design workflows and procedures.

Attendance/Punctuality – Is consistently at work and on time; ensure work responsibilities are covered when absent; arrive at meetings and appointments on time.

Confidentiality – Hold confidential information in strict confidence and exercise high degree of care to prevent disclosure of any and all sensitive information.

Critical Thinking – Ability to look at situations from multiple perspectives. Break problems into component parts.

Dependability – Follow instructions; respond to management direction; take responsibility for own actions; keep commitments; commit to long hours of work when necessary to reach goals; complete tasks on time or notify appropriate person with an alternate plan.

Ethics – Treat people with respect; keep commitments; inspire the trust of others; work with integrity and ethically; uphold organizational values.

Initiative – Undertake self-development activities; seek increased responsibilities; take independent actions and calculated risks; look for and takes advantage of opportunities; ask for and offers help when needed.

Job Knowledge – Competent in required job skills and knowledge; exhibit ability to learn and apply new skills; keep abreast of current developments; require minimal supervision; display understanding of how job relates to others and use resources effectively.

Judgment – Display willingness to make decisions; exhibit sound and accurate judgment; support and explain reasoning for decisions; include appropriate people in decision-making process; make timely decisions.

Organizational Support – Follow policies and procedures; complete administrative tasks correctly and on time; support organization's goals and values.

Organized Workplace – Organize and prioritize job activities, tasks, and projects; maintain extremely high level of accuracy; consistently adjust work plans; demonstrate impeccable record keeping.

Planning/Organizing – Prioritize and plan work activities; use time efficiently; plan for additional resources; set goals and objectives; organize or schedule other people and their tasks; develop realistic action plans.

Problem Solving – Identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem solving situations.

Professionalism – Approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status or position; accept responsibility for own actions; follow through on commitments.

Quality – Demonstrate accuracy and thoroughness; look for ways to improve and promote quality; apply feedback to improve performance; monitor own work to ensure quality.

Technical Skills – Pursue training and development opportunities; strive to continuously build knowledge and skills.

Use of Technology – Demonstrate required skills, adapt to new technologies; troubleshoot technological problems; use technology to increase productivity; and keep technical skills up to date.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other Qualifications

- Good knowledge of standard accounting practices/financial controls.
- Knowledge of applicable laws, codes and regulations.
- Proficient knowledge of Microsoft Excel and Word is required.
- Accounting software knowledge required.
- Must have ability to read, write, analyze, and interpret financial statements, financial reports, legal documents, and business correspondence.
- Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages.
- Must possess a high attention to detail and a commitment to high quality work.
- Excellent, proven organizational and follow-through skills; ability to multi-task, prioritize, and work under deadlines.
- Ability to analyze, troubleshoot, and present recommendations to resolve issues.
- Ability to maintain strict confidentiality and communicate in a professional manner.
- Ability to work effectively with a variety of people and display a positive attitude.
- Ability to work without regular instruction or direction on routine work or new assignments.

Required Skills

- *Language Skills* — Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
- *Mathematical Skills* — Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- *Reasoning Ability* — Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

- *Computer Skills* — To perform this job successfully, the individual should have a demonstrated working knowledge of accounting software, spreadsheet software, database and word processing software.

Other Skills and Abilities

- Cash handling experience highly desirable.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree in accounting or business plus five or more years of directly related/general ledger reconciliation experience, or equivalent combination of education and experience required.

- Current driver's license and clean driving record required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, use hands to type, talk, hear, and see in multiple mediums.
- The employee is occasionally required to stand and walk.
- The employee may occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually quiet to moderate.