

**OPEN POSITION:** Director of Accounting and Operations  
**REPORTS TO:** President/CEO

**POSITION OBJECTIVE AND PURPOSE:**

The Director of Accounting & Operations of the Convention & Visitors Bureau is a full-time administrative position at the CVB. It is often a "first line" contact with the public and our clients in the community. This person will be responsible for the financial and clerical operations within the Bureau, manage the building and grounds, and may serve as liaison with our IT support company.

Accounting degree preferred, but appropriate experience will be considered.

**PRINCIPAL DUTIES & RESPONSIBILITIES**

- Process and write purchase orders and prepare checks for each bi-weekly check run; complete signature process in absence of CEO; complete bank deposits for Bureau and deposit in bank.
- Prepare monthly financials for presentation to the Board of Directors.
- Process all lodging tax documents, including monthly statements to hotels, and enter tax receipts in spreadsheet in CEO's absence.
- Assist as needed with the annual audit; compile a yearly inventory with values of the contents of the F-M CVB building for the City of Fargo.
- Process new employees and departing employees: Insurance, retirement, etc.
- Hire, schedule and oversee part-time staff in the Visitor Information Center.
- Maintain general office filing system and reference files.
- Maintain office equipment, general repair, upkeep. Contact service people, as needed.
- Maintain general physical facilities, general repair and upkeep. Hire seasonal Maintenance Personnel, as necessary.
- Maintain inventories of and reorder office supplies, letterhead, envelopes, copy paper, etc.
- Act as liaison with the FMCVB's IT provider.
- Coordinate/oversee shipping for the CVB including mail and packages. Maintain an adequate postage balance on the in-house meter.
- Have general knowledge of the operation of the office computer systems.
- Be ready to work at CVB functions and trade shows on an occasional basis, as requested by the CEO, sometimes outside of regular works hours.
- Assist President/CEO as requested in preparation of the monthly Board of Directors meeting.
- Must be able to move or lift, up to 40 lbs.
- Be responsible for any other duties assigned or directed.

NOTE: This is a general description of the nature of this job and the types of work associated with it. It is by no means complete or exhaustive in its scope.