



## Notice of Job Opening

### Finance and Compliance Manager

**General Description:** Visit Corpus Christi is looking for a motivated, responsible, numbers-oriented team member to help us stay transparent and on track with the requirements of being a publicly funded destination management organization! The Finance and Compliance Manager assists the CEO in tracking CVB revenues and expenditures for a \$5 million annual budget, as well as the CVB's Heritage Society. More specifically, this position will be responsible for all bookkeeping functions utilizing QuickBooks accounting software as well as financial planning and business analysis. It also supports all staff and departments to establish oversight, minimize risk, improve standard operating procedures (policies, procedures, guidelines) and training.

<b>Job Description (Daily Responsibilities):</b>
1) Financial Management – Conduct all bookkeeping tasks, general oversight, including process all bills & invoices in a timely manner and financial reports.
2) Business Analysis – Work with team to establish ROI goals for group businesses, market strategies and other elements of tourism business.
3) Internal Resource Analysis – Work with CEO and Office Manager to ensure organization receives best value for internal service functions such as HR Services, Insurance and other general functions.
4) Operational Administration – Document organizational processes and train staff to ensure compliance with adopted policies and procedures required by the Management Services Agreement.
5) Contract Management - Maintain and manage procurement process, competitive bidding and vendor contracts for organization.

#### **Compensation & Benefits:**

- Salary Range \$60,000 to \$65,000 + Benefits
- Commensurate with Experience and Qualifications.

#### **Qualifications:**

- 3+ experience in Finance operations or related experience
- Bachelor's in Business, Accounting or Finance

#### **Work Hours:**

- Typically 8 AM – 5 PM, M – F

#### **Core Competencies:**

- 1) **Initiative:** Generates ideas and initiates action to seek information, solve problems or follow through with a task; is a self-starter.
- 2) **Quantity of Work:** Provides consistent

reporting on accomplishments. Seeks further assignments when workload permits and consistently completes acceptable volume of work on time.

- 3) **Responsibility & Quality of Work:** Has good attendance, is on time and is present and productive at work; Work consistently demonstrates an understanding of the objectives and mission statement.
- 4) **Judgement & Decision Making:** Evaluates information and makes sound and timely decisions. Is accountable for results. Selects decision alternatives that meet the objectives of the department.
- 5) **Attitude & Stress Management:** Keeps an upbeat, professional attitude even under challenging situations.
- 6) **Teamwork:** Willing to share information and offers aid when possible; consistently looking for ways to improve processes in the work place.
- 7) **Customer Service Focus:** Understands customer's needs, expectations, and organization's requirements for public service; Treats customers (internal & external) with courtesy and respect; Responds quickly to all requests.
- 8) **Communication:** Communicates effectively verbally and in writing with team members, colleagues, customers and managers with widely different socio-economic and educational backgrounds; listens to others and is open minded to suggestions from others.

#### **How to Apply**

Submit Cover Letter & Resume to Carmen Newton, Office Manager at [CNewton@visitcorpuschristitx.org](mailto:CNewton@visitcorpuschristitx.org) by November 15, 2019.