



## City of Irving Job Description

### CVB Accounting & Budgeting Director

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Irving Convention & Visitors Bureau (ICVB)
<b>Job Code:</b>	7151	<b>Reports To (Job Title):</b>	Assistant Executive Director - Finance & Administration

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#### PURPOSE

To plan, direct and manage the ICVB financial accounting system, including financial reporting, internal auditing, and purchasing functions; Perform a variety of high level accounting and purchasing duties; Supervise the accounting team staff, which includes organizing, assigning, performing and reviewing work. Also, this position oversees ICVB budget preparation and monitoring, including coordination of the annual operating and capital budget development process, and the monitoring of current revenues and expenditures for variance against the adopted budget.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Prepare, monitor, administer, adjust, and audit ICVB budget; Prepare hotel tax revenue projection for use by various city departments.
- Process budget transfers and adjustments.
- Maintain and reconcile general ledger and sub-ledger accounts for ICVB funds; Ensure proper recording of the financial activities of the ICVB.
- Interview, hire, monitor, and evaluate Senior Accounting and Purchasing Assistant, which includes providing training, developing goals, assigning work, evaluating performance, managing schedules and leave; Handle performance management issues and implement discipline as required.
- Prepare monthly, quarterly and annual financial statements for the ICVB funds and various other financial reports as needed; Present monthly financial statements and other financial reports to the Executive Committee of the ICVB Board of Directors.
- Present and explain complex budgetary and financial analyses and make sound recommendations to divisions, senior management, and the ICVB Board through the use of detailed charts, graphs, and other resources.
- Direct and support the development and implementation of financial and statistical measures to evaluate the existing and future financial environment of the City.
- Coordinate the integration of strategic plan goals, strategies and performance measures into the budget process.
- Research and answer accounting system questions and/or issues.
- Prepare ICVB bank deposits, bank reconciliations, and journal entries for ICVB funds
- Perform cash management duties, such as monitoring the ICVB bank account balance, resolving related issues in a timely manner, and investing funds.
- Manage and approve processing of DDRs, purchase orders, invoices, and checks.
- Ensure integrity of finances based on sound accounting procedures and controls by analyzing ICVB accounting division internal controls and developing and instituting revised controls if needed.

- Participate in the development of ICVB financial and purchasing policies and procedures; Make recommendations to supervisor.
- Audit the sales division bookings; Prepare audit report for the CVB Executive Director.
- Audit and reconcile travel expense reports using online expense reporting system; Participate in the development of the system.
- Review and reconcile fixed assets.
- Provide technical support for Enterprise Resources Planning (ERP) and timekeeping systems to staff.
- Perform related duties as assigned.

**OTHER DUTIES AND RESPONSIBILITIES**

- Research and answer questions from City of Irving internal and external auditors.
- Serve as back up for time entry and payroll related administrative tasks, accounts payable processing, as well as, posting journal entries.
- Attend monthly ICVB board and committee meetings, City of Irving meetings (when requested), and, in the absence of the CVB Executive Director and the Assistant Executive Director – Finance & Administration, City Council meetings, work sessions and pre-agenda meetings.

**SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 1 employee.

**FINANCIAL / BUDGETARY RESPONSIBILITY**

Prepare, develop, administer, monitor, and coordinate the ICVB’s budget of approximately \$10 million, while exercising direct budget accountability of \$10,000 - \$25,000.

**QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

**EDUCATION**

- Equivalent to a bachelor’s degree in Accounting, Business or Finance or similar from an accredited college or university.

**EXPERIENCE**

- At least seven (7) years of related accounting experience is required.
- Five (5) years of supervisory experience is *preferred*.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid, state-issued driver's license, or ability to obtain upon hire, may be required.
- CDME certification is *preferred*.

## **KNOWLEDGE OF**

- Accounting: Principles and practices including internal controls, general ledger, cash management, general ledger, audit, accounts payable, accounts receivable, bank reconciliations; specific knowledge of government accounting principles and procedures.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation and discipline.
- Statistical Principles: Principles and processes dealing with the collection, analysis, interpretation, and presentation of quantitative data.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions; Algebra.
- Office Systems: Administrative and clerical procedures and systems such as spreadsheet and word-processing systems, and filing and records management systems.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City and ICVB; particularly, the MS Office Suite, Adobe DC.
- Industry Software: Sufficient familiarity with technology to use a variety of specialized industry software programs, such as Simpleview, and Banner (ERP/HRIS).

## **SKILLS AND ABILITIES IN**

- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Technical Presentation: Presenting information and direction about budgetary and financial issues and related topics to a wide variety of audiences with a varied understanding and comprehension of financial and municipal government concepts including management, Board of Directors, City Council, city employees, civic organizations and the general public.
- Accuracy: Paying attention to detail in dealing with numbers, words, documents, and ideas.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Mechanical/Technical: Safely operating diverse office equipment especially computers, copiers, fax machines, calculators, and telephones.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Problem Analysis: Identifying and defining problems, collecting data, establishing facts, and drawing valid conclusions.
- Service Orientation: Actively looking for ways to help people.
- Project System Ability: Working on multiple projects and software packages simultaneously.
- Data Entry: Accurately entering information using computer keyboard into a variety of software packages.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.

- **Written and Oral Expression:** Communicating information and ideas in writing, as well as through speech, clearly and concisely, so others will understand. This includes routine reports and correspondence, detailed analytical reports, and articles for public information.
- **Reading Comprehension:** Reading and interpreting documents.
- **Organizational Strategies:** Tracking multiple variables by sorting, grouping, and calendaring.
- **Oral Comprehension:** Listening to and understanding information and ideas presented through spoken words and sentences.

## **GUIDANCE RECEIVED**

### **Priorities and Policies**

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

## **CONTACTS**

Internally, this position has daily contact with all levels of ICVB and Convention Center staff, up to the CVB Executive Director and including the administrative team, sales team and marketing team members. It frequently interacts with all levels of City of Irving staff, including City Management. Externally, the position regularly engages with citizens, ICVB clients, visitors, Board members, and Council members.

## **EQUIPMENT AND PROPERTY**

This position utilizes a computer, tablet, smartphone, scanner, printer, copier, office phone, office machinery, 10-key adding machine, and/or a vehicle.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

A complete range of movement/activity is required in the position including but not limited to: balancing, carrying, climbing, crawling, grasping/handling/feeling, kneeling, lifting (up to 25 lbs.), listening, pulling or pushing, reaching, running, seeing, sitting, standing, stooping, talking, walking, etc. Additionally, driving or riding in a vehicle, and flying in an airplane may be required.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The typical work environment is an environmentally-controlled business office with weekday hours in the range of 7 a.m. to 7 p.m., with the potential for earlier mornings, later evenings and weekends. There are occasions when, in order to perform your job, you may have to work in a confining space, dirty environment, extreme temperatures or weather conditions, air contamination (strong odors, smoke, etc.), improper illumination, noise, etc.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.