

The Tempe Tourism Office, a 501(c) 6 organization, is seeking candidates for the position of Finance & Operations Manager. The mission is to promote the City of Tempe, AZ as a desirable meeting and leisure destination. Currently, there are 13 staff members and 21 board members. The organization is funded primarily through City and County hotel tax revenue providing us an annual budget currently at \$3.5M.

The Tempe Tourism Office is committed to a diverse and inclusive workplace. Our organization is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status.

**To apply: Submit resume to Brian McCartin, President & CEO: [brian@tempetourism.com](mailto:brian@tempetourism.com)**

**Deadline: Monday, June 14, 2021 – 5:00pm MST**

**Job Title: Finance & Operations Manager**  
**Reports to: President & CEO**  
**Supervises: Receptionist/Visitor Services Position**  
**FLSA Status: Exempt**

### **Position Overview**

The Finance & Operations Manager is responsible for the administrative operations of the Tempe Tourism Office including, but not limited to, all financial matters, policies and procedures administration, management of relationships and contract administration with 3<sup>rd</sup> party providers/suppliers, liaison to the board of directors and responsible for overseeing the front desk and visitor services efforts. This role is also responsible for performing HR-related duties on a professional level. Will play an important role in providing support to, and partnering with, the senior leadership team in strategic decision making and organizational operations.

### **Job Responsibilities**

Successful job applicants will be able to perform the following functions with minimal supervision:

#### **Financial:**

- Prepares, documents, and helps to administer the annual budget in consultation with the President & CEO and Executive Vice President
- Processes invoices in a timely manner and maintains accurate records for accounts including checking, savings, credit cards, airline mileage program and in-kind donations
- Issues invoices for advertising, program participation, annual luncheon and other revenue generating programs
- Maintain all financial records, both digital and hard copies, as recommended by the CPA to ensure we are in good standing with best practices

### **HR/Administrative:**

- Assist staff in arranging travel through the use of the corporate credit card and utilization of accrued travel miles
- Maintains, updates, and helps to administer the organization's Policies, Procedures, and the Bylaws as directed by the President & CEO
- Onboarding of new hires including new hire paperwork, I-9's, e-verify, background checks, benefit enrollment, and additional documentation
- Support a positive corporate culture by celebrating and recognizing staff milestones and accomplishments throughout the year
- Process unemployment and worker's compensation claims
- Prepares documentation necessary to process payroll through the 3<sup>rd</sup> Party provider
- Confidentially maintain all personnel records as applicable
- Manage personnel vacation, sick, personal and flex time records
- Prepares necessary documents, oversees, and manages and audits invoices
- Assist with securing locations for conferences, trainings, and special events
- Maintains compliance with federal and state regulations concerning employment

### **Vendor Management:**

Manage relationships with 3<sup>rd</sup> party providers including but not limited to:

- Organization's financial providers (i.e., Bank, credit card, etc.)
- Certified Public Accounting firm to produce monthly financials that are reviewed and verified to be accurate
- Auditing firm to produce an annual review and a full financial audit every 3<sup>rd</sup> year
- Payroll provider
- Health insurance provider/broker
- Retirement plan provider
- Human resources consultant
- Technology provider(s) to ensure the technological needs of the organization are met including phones, printer/copier/fax, computers, servers, internet, communication services
- Office equipment and scheduled maintenance
- Partner organizations including the City of Tempe, Downtown Tempe Authority, Tempe Chamber of Commerce, Arizona Office of Tourism, Arizona Lodging & Tourism Association, Local First Arizona, One Community, and statewide destination marketing organizations
- Liaison to landlord and parking vendor to ensure a safe, well maintained, and functioning workplace
- Manage the organization's 501c (6) status through the State of Arizona

**Supervisory:**

- Supervises the receptionist/visitor services position and associated responsibilities

**Board Duties:**

- In consultation with the President & CEO, prepare the monthly board of directors meeting agenda and supporting documentation and ensure the timely distribution of information to the full board
- Assists President & CEO as liaison to the Board of Directors and Executive Committee/Officers – especially with the Board Treasurer and Board Secretary
- Attends board and committee meetings and records minutes from each meeting

**Education/Experience/Skills**

- Proven ability to work in a diverse environment.
- Minimum of bachelor's degree in accounting or related degree
- Minimum of 5 years of financial and/or accounting related experience
- Proficient in current version of QuickBooks and Microsoft Office, especially Excel
- Ability to interpret financial information for decision making
- Proven project and time management skills and attention to detail
- Ability to multi-task, work independently and meet deadlines
- Strong interpersonal skills and proven ability to work well with others
- Problem solving and analytical skills
- Excellent oral and written communication skills
- Ability to handle confidential information
- Experience managing tech providers and other appropriate vendor contracts
- Ability to evaluate processes and systems and make recommendations for improvement
- Experience working for a non-profit is desirable

**Work Environment**

- This position operates in a professional office environment that values equity, diversity, and inclusion. The incumbent routinely uses equipment such as computers, phones, photocopiers, and filing cabinets. Also, candidate must be flexible with fluid work situations including working remotely if necessary. Out of town travel may be required. Use of personal vehicle for normal course of business is required.

**Physical Demands**

- This is largely a sedentary role with some filing duties. This would require the ability to lift files, open boxes (up to 20 pounds), and bending or standing on a stool, as necessary.

**Other Duties**

- Assist with phones, visitor services and office mail
- Assist with opening/closing of office
- Have a general knowledge of Tempe and surrounding area
- Ability to assist visitors/customers with questions, information, directions
- Other duties as assigned

**Compensation – Based upon experience**

- Range: \$70,000 - \$80,000
- Healthcare for employee: Full medical, dental and eye care with small employee contribution
- Retirement plan available \*
- Vacation\*
- Parking
- National holidays, personal days, and flex time available

\*After probationary period