

Accounting Manager

SMTT Overview

Santa Monica Travel & Tourism, Inc. is a non-profit, non-member organization governed by a board of 11 community individuals. SMTT is the official travel and tourism promotion agency for the City of Santa Monica. It is our job to promote Santa Monica and encourage visitors to stay longer and enjoy more of what our destination has to offer. SMTT operates four (4) locations: Visitor Information Kiosk in Palisades Park; Visitor Information Center at the Santa Monica Pier; Visitor Information Center on Main Street; and a Mobile Information Vehicle. For more information, please visit www.santamonica.com.

Santa Monica Travel & Tourism is looking for an experienced, forward thinking Accounting Manager to plan, implement and supervise the company's financial strategy. This position reports directly to the Chief Operating Officer (COO) and President/CEO (CEO).

Key Responsibilities

- Manage financial accounts, payrolls, budget, cash receipts and financial assets.
- Draft and oversee departmental budgets, including a mid-year reforecast.
- Manage a hybrid set of books (accrual and cash) for both SMTT and Santa MoniCARES the organization's non-profit division.
- Oversee SMTT's annual financial audits which to ensure a clean and timely year-end audit.
- Monitor and analyze financial accounting data.
- Create ad-hoc financial reports based on data analysis requested by CEO.
- Draft and submit monthly financial reports to the Treasurer of the Board of Directors. Draft accounting summaries for board meetings provided to COO/CEO.
- Make recommendations to COO/CEO on finances.
- Oversee the day-to-day activities of the fulltime accounting assistant and part time accounting coordinator.
- Anticipate cash needs, maintains cash flows, prepares, and ensures all bank deposits.
- Ensure the monthly and quarterly bank compliance activities are performed in a timely and accurate manner.
- Reconciles records with internal company employees and management, or external vendors or customers.
- Oversees with Chief People Officer (CPO) the monthly Visitor Services inventory to ensure accuracy.
- Responds to inquiries from staff regarding financial results, special reporting requests and the like.
- As requested by COO will interface with outside audit firm(s), banks and lessons, casualty/liability insurance agent(s), credit card companies, and collection agencies.
- Responsible for working with the COO and CEO/President on budget and forecasting activities. Identifies financial status by comparing and analyzing actual results with plans and forecasts.
- Ensure accurate and timely month-end, quarterly and year-end close documents.
- Implement and oversee accounting department SOPs with the sole purpose of enhancing the workflow of the accounting department.
- Manages and issues ADP payroll approvals & submissions as requested.

- Reconciles ADP payroll to QuickBooks to ensure accuracy and submission at year-end audit via several excel spreadsheets.
- Provide financial analysis tools to evaluate company ventures or special projects, programs, capital expenditures, products costing, etc. when necessary.
- Maintains financial security by following internal controls.

Requirements

- Bachelor's degree in Accounting, Finance, or related field.
- Experience in Management, Accounting, or a related field preferred.
- Excellent leadership and communication skills.
- Strong understanding of accounting, finance, and management principles.
- Exceptional math skills.
- Proficiency with computers, especially QuickBooks online, Mac and MS Office.
- High level of efficiency and accuracy.
- Willingness to comply with all local, state, federal, and company regulations.
- Attention to detail and the ability to analyze large amounts of data.
- Detail-oriented, yet efficient, with high standards for work products.
- Excellent organizational and communication skills. Must be personable, we operate in the hospitality industry.
- Must possess excellent verbal and written communications skills.
- Strong initiative, excellent management skills and decision-making techniques.
- Must be at least eighteen (18) years of age and possession of a clean driving record.
- This is an at-will position. As an at-will employer, either SMTT or the employee may terminate the employment relationship at any time, for any reason, with or without good cause or advance notice.
- Physical demands and the work environment described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to engage staff with disabilities to perform essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk, and reach with arms and hands. Must be able to lift 50 lbs. and perform repetitive motions 50% of the time.
- We evaluate qualified applicants without regard to race, color, religion, sex, national origin, disability, veteran status, age, sexual orientation, gender identity, or other protected characteristics.

Accounting Manager Submission Requirements:

Send your application package which must include to be considered, a cover letter and salary requirements to employment@santamonica.com with the subject line **ACCTMGR2022**.

You will not be considered for employment if any of the above items are not included. We do not accept phone calls, walk-ins, or emails.