

Visit Pensacola, Inc.

Job Description

Job Title: Staff Accountant (Part Time)
Reports To: Director of Finance and Administration
Department: Finance
Salary Range: \$20.00 to \$26.00 hourly
Status: Non-Exempt, Part Time, VP Office

About Visit Pensacola

Visit Pensacola is the official destination marketing organization for Escambia County. Visit Pensacola supports the community vision of tourism by serving as the central body responsible for building tourism as an economic engine for our community through leadership, connection, collaboration, and communication.

Job Summary

The Staff Accountant position is responsible for assisting the Director of Finance in the daily function of the organization to include: all monthly reporting, procedures, and close processes as necessary, and compile financial information in order to create various internal/external reports.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Complete monthly reconciliation of assigned Balance Sheet accounts.
- Monitor compliance with generally accepted accounting principles and company procedures.
- Manage accounts payable to ensure timely and accurate payments to vendors.
- Prepare accurate monthly journal entries.
- Review company credit card activity and post entries for expense reporting.
- Receive and process check receipts for deposit.
- Maintain financial security by following internal controls.
- Assist in finance activities, including financial planning, budgeting and forecasting.
- Assist with fixed assets additions, disposals, and transfers.

Requirements:

- Bachelor's degree in accounting, finance, or a related field preferred.
- Strong analytical and problem-solving skills.
- Excellent attention to detail and accuracy.
- Knowledge of accounting principles and regulations.
- Ability to work well in a team environment.
- Proficient with QuickBooks, MS Office platforms (Outlook, Excel, Word, etc.)

Benefits

- Paid time off
- 401(k) matching

Physical setting:

- Office

Schedule:

- Monday to Friday