



The Wyoming Office of Tourism (WOT), the only statewide Destination Marketing Organization (DMO) dedicated to growing Wyoming's visitor economy, is seeking an **Accounting Manager** to join the Business Operations team.

The **Accounting Manager** is a responsible steward of state assets by being responsible for tracking, monitoring and evaluating day-to-day accounting tasks and activities; manages the accounting department; assists with budgets; serves as a consultant for managers and directors and works to create a fiscal strategy that aligns with the goals of the organization. This position reports directly to the Director of Business Operations.

Experience & Required Skills:

- Successful candidate must be able to demonstrate effective project management and team management experience.
- Must be organized, highly detail oriented and proactive.
- Have strong interpersonal and communication skills.
- Have strong analytical and problem solving skills.
- Able to build and promote trust and teamwork.
- Have solid decision making skills.
- Ability to be highly professional, prioritize, manage time, and multi-task.
- Works well both independently and as a member of a team.
- Knowledge of Wyoming State Statutes, regulations, payroll and benefits rules and practices.
- Generally Accepted Accounting Principles (GAAP) and governmental accounting knowledge and best practices is required.
- Experience in budget processes beneficial.
- Wyoming Online Financial System (WOLFS), InfoAdvantage, AMS Payroll System, QuickBooks, Excel, and Concur experience a strong plus.
- Any combination of education and experience equivalent to a bachelor's degree in Accounting, Finance, or other closely related field plus five years' professional work related experience.

Full description and Application are available at: www.travelwyoming.com/industry. Send application, cover letter, resume and salary history to Chava Case at the Wyoming Business Council, 214 W. 15th Street, Cheyenne WY 82001 or email application to wbc-applications@wyo.gov. Position is open until filled however application materials received by January 22, 2019 will receive priority consideration. Salary commensurate with experience. The Wyoming Office of Tourism is an at-will employer. This position is located in Cheyenne, Wyoming.