

**Title: Accounting Manager**

Location: Cheyenne

Division: Business Operations

Reports To: Director of Business Operations

Position Status: Exempt

Date: January 2019



Office of Tourism

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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.

**Basic Purpose:** 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; managing the accounting department; assists with preparation for the annual and biennial budgets; serves as a consultant for managers and directors with the organization, advising them of current budgetary information; and works with managers to create a fiscal strategy that aligns with the goals of the organization. This position reports directly to the Director of Business Operations.

**Essential Duties:**

- Manage and oversee activities performed by Accounting Coordinator; ensure that accounting transactions and practices comply with WOT accounting policies and procedures.
- Supervise Accounting Coordinator and manage performance.
- Designs and supervise multiple fiscal control systems to compile and ensure the integrity of WOT's fiscal information.
- Maintain program budgets.
- Analyze, reconcile and report financial information.
- Prepares and provides detailed and unique financial reports.
- Manages and oversees purchasing, Accounts Payable, Accounts Receivable, Petty Cash, inventory, fixed assets, contract encumbrances and spreadsheets.
- Serves as primary point of financial contact to external vendors, contractors, and other State of Wyoming agencies.
- Assist with annual and biennial budget preparation.
- Process invoices and assign approval and payment of invoices in Concur Solutions.
- Manage WOT travel booking process in Concur Travel Software.
- Manages and inputs timesheets and payroll.

**Position Requirements:**

- Effective project and team management experience; must be organized, highly detail oriented and proactive.
- Strong interpersonal and communication skills.
- Strong analytical and problem solving skills.
- Able to build and promote trust and teamwork.
- 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 system, 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.