JOB POSTING

ADMINISTRATIVE COORDINATOR

**Visit Tampa Bay** leads the effort of economic development through tourism. Our Mission is to create vibrant economic development for our community by collaboratively increasing visitation to Tampa Bay. The independent not-for-profit organization represents more than 700 businesses throughout Tampa Bay and promotes the area as a choice destination for conventions and visitors. Currently, we are looking for a detail oriented, organized, and accommodating team member to be our new **Administrative Coordinator**.

Responsibilities

* Accounts payable/accounts receivable data entry
* Lead coordinator for expense report account coding and input
* Maintain Pitney Bowes postage center contract and replenishments
* Perform bank deposits as needed
* Front desk coverage once a week for lunch breaks and for other fill-in requirements
* Maintain organized, up-to- date paper accounting files
* Facilitate annual file purging according to file retention policy, key contact for off-site storage vendor and company liaison for storage needs
* Perform back up duties to BOD lead, by preparing board and other meeting minutes as needed
* Assist administration with company meetings and other projects

Education Experience and Qualifications

* Bachelors or Associates Degree in Accounting, Management, Finance or Human Resources
* Must have strong computer skills
* Experience with accounting software a plus
* Ability to establish priorities and meet deadlines effectively and efficiently
* Must exhibit an attention to detail and accuracy at all times

Compensation & Benefits

Competitive salary is commensurate with experience

Incentive pay for completion of goals

Company paid healthcare premiums

Company funded HSA

100% Company paid life insurance with an optional buy-up

100% Paid short-term and long-term disability

5% Company matched 401(k) plan with full vesting after three years

Generous paid time off

10+ Holidays per year

Ongoing career training and development

Visit Tampa Bay is an E-Verify Employer

***If you are qualified & interested in this position please send your resume to:*** [***HR@VisitTampaBay.com***](mailto:HR@VisitTampaBay.com)