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JOB POSTING

STAFF ACCOUNTANT

**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 degreed **Staff Accountant.**

**Responsibilities**

* Responsible for Partnership and Sponsorship billing and collections
* Process and record bank wires
* Prepare and record bank deposits
* Prepare monthly budget to actual reports, investigate variances
* Prepare month end closing journal entries
* Assist with Accounts Payable and Accounts Receivable processing
* Prepare monthly reconciliations
* Assist Controller with fiscal and calendar year end procedures to include our annual audit.

Education Experience and Qualifications

* Bachelors Degree in Accounting a must
* One to three years work experience in accounts payable, accounts receivable and expense reporting
* Must have strong computer skills
* Must have experience with accounting software
* 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)