

**REPORTS TO:** PRESIDENT & CEO  
**DEPARTMENT:** FINANCE  
**FLSA STATUS:** EXEMPT

## **GENERAL DESCRIPTION**

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This position is responsible for accurate and compliant financial, accounting, and budgeting processes for the organization. Provide sound and current financials to the Board of Directors and other key partners. Additional areas of responsibility include coordination of financial matters with Cobb Travel & Tourism's (CT&T) human resources PEO provider and special projects as assigned.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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- Provide strategic oversight and key guidance on all financial and accounting matters of Cobb Travel & Tourism.
- Oversee and ensure proper maintenance of all accounting systems and functions. Ensure legal and regulatory compliance of all functions.
- Work with the CEO, senior leaders, and all departments to prepare and implement the annual budget. Monitor and report on budget to actual status monthly, making recommendations on adjustments necessary to meet budget.
- Model and forecast potential income streams, expense outflows, cycles of cash flow that may impact the organization. Present forecasts to various audiences as needed – Board of Directors, CEO and senior leaders, key partners, along with options and recommendations.
- Process Accounts Payable and Receivable. Reconcile bank statements.
- Prepare monthly internal financial statements.
- Work with CT&T's accounting firm to prepare year-end financial statements. Coordinate the annual audits and ensure proper and timely tax filings.
- Prepare Board financial reports and other necessary documentation.
- Coordinate with PEO provider and ensure accurate and timely payroll processing for all employees, including annual raises or lump-sum bonuses. Work with PEO provider to ensure all required federal, state, and local taxes are withheld and submitted to proper authorities.
- Collaborate with employee 401K provider.
- Coordinate employee benefit selections with benefits broker, Office and Team Manager and senior leadership. Ensure appropriate administration of benefits and resolve escalated issues.
- Review and update financial policies and procedures as needed.

## **REQUIRED SKILLS**

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- Self-starter; Strong initiative; Excellent organizational skills.
- Excellent problem-solving skills.
- Focused concentration to complete the tasks at hand in various work environments.
- Balances multiple priorities to effectively meet deadlines.
- Communicates effectively, both verbally and in writing.
- Extreme attention to detail.
- Ability to participate in and lead cross-functional teams.
- Focused on continuous growth – seeks and accepts feedback, engages in opportunities to improve.

## **MINIMUM QUALIFICATIONS**

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- Bachelor's degree in finance, accounting, business or relevant degree required.
- 5-7 years financial/accounting experience. Not-for-profit budget-based experience a plus.
- Excel and QuickBooks background and expertise.

- Experience developing company and department budgets to ensure alignment with strategic priorities and budgetary constraints. Coordinate budget development across departments to ensure highest priorities are supported. Monitor and report on budget to actual variances and make recommendations to meet budget.

The job and budget responsibilities as presented here may change from time to time as situations warrant. Review and modification to this position will be at the sole discretion of the President & CEO.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

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The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Including but not limited to:

- Standing; walking; sitting; grasping/handling/feeling; reaching with hands and arms; typing; climbing stairs; balancing; talking and listening.
- Driving or riding in a vehicle and flying in an airplane.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Must be able to travel around Cobb County, the City of Atlanta, and Metro Atlanta.

## **GET TO KNOW US**

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A catalyst for tourism and placemaking, Cobb Travel & Tourism (CT&T) is an economic driver that plays a crucial role in shaping our community. We promote Cobb County as a premier tourism destination. In other words, CT&T is Cobb's expert adventure guide. By connecting with partners at all levels, we tell the story of why Cobb County is Atlanta's sweet spot. The team's passion, enthusiasm, and expertise help establish Cobb as a preferred location for conventions, trade shows, meetings, sports, and leisure travel. Basically, we are a united team on a mission – unstoppable, unbreakable, and unrivaled.

Cobb Travel & Tourism provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

## **WHAT'S IN IT FOR YOU**

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Benefits of working at Cobb Travel & Tourism go beyond our comprehensive benefits package. Being a team member at CT&T means you'll enjoy a culture that is open to creativity and innovation. Additionally, we strive to help each person grow both professionally and personally. We are a small team that highly values each other's skills, interests, and wellbeing. We work hard to create a culture of inclusivity and care, and we believe that if each team member is thriving, then our organization and community will achieve a greater level of success.

Our benefits package includes (but is not limited to):

- Company paid employee only Medical, Dental, Long-term Disability, Short-term Disability, and Life Insurance
- 401 (K) retirement plans, with matching contributions
- Employee paid Vision insurance, and Medical and Dental insurance for dependents
- HSA, FSA and Dependent Care FSA plans
- Generous paid time off
- Professional Development Opportunities
- Hybrid Work Environment

## **HOW TO APPLY**

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Please apply for this position by sending your resume to [operations@travelcobb.org](mailto:operations@travelcobb.org).