



**Account Clerk
Job Announcement**

Visit Colorado Springs (VCOS) is one of the leading convention and visitors bureaus in the nation with a respectful, cooperative, and harmonious staff that works together to accomplish operational goals. We provide strong leadership and accurate directions along with extensive training as we strive to bring more visitors to Colorado Springs and the surrounding region. You can expect appropriate benefits and opportunities for growth at your own speed.

Come join us as we continue to strengthen the local economy and show off our area’s active lifestyle to visitors nation- and world-wide!

POSITION INFORMATION	
Position Title Account Clerk	Date 11/20/2019
Department Administration	Reports To Chief Financial Officer

FLSA CLASSIFICATION	
Exempt <input type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>

PURPOSE

This position is responsible for assisting the CFO, and other staff as directed, in processing financial transactions, generating reports, analyzing data and performing other tasks to support the VCOS operations. By helping maintain financial and operational efficiency, stakeholders continue to support us. Such support gives staff the resources needed to promote us and bring more visitors to the Pikes Peak region.

ESSENTIAL DUTIES/RESPONSIBILITIES
<p>Accounts Payable/Data Entry</p> <ul style="list-style-type: none"> • Enter payable transactions, follow through with staff for appropriate documentation, prepare checks • Enter revenues into system, verifying account numbers • Prepare and input miscellaneous journal entries into accounting systems for multiple companies • Prepare monthly performance reports using data supplied by staff and accounting system <p>Accounts Receivable</p> <ul style="list-style-type: none"> • Track customer billings each month, create aging report and reconcile with trial balance • Assist Partnership with invoicing and related transactions; prepare invoices as required <p>Analysis and Reporting</p> <ul style="list-style-type: none"> • Create and update Excel sheets with current data, prepare charts and review data for consistency and accuracy • Perform online research as directed for economic indicators and other data • Generate accounting/budget reports for Departments monthly; Prepare data for annual audit <p>Vendor and Contract Management</p> <ul style="list-style-type: none"> • Contact vendors for W-9 forms; Respond to vendor inquiries on payments • Maintain contract database, with reminders for review • Scan contracts, maintain contract notebook

The above statements are intended to describe the general nature and level of work being performed by people assigned in this job. They are not intended to be an exhaustive list of responsibilities, duties and skills required.



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MINIMUM QUALIFICATIONS	
Education	2-year degree or certificate in accounting or related business field; Approp. Experience may substitute with two years experience offsetting one year of college level coursework.
Experience	Minimum two (2) years experience in bookkeeping, accounting or related work; Experience with Microsoft Excel. Tests may be administered for Accounting Clerk and Excel skills.
Knowledge, Skills & Ability	<ul style="list-style-type: none"> • Experience using accounting systems such as Quickbooks, Sage or other similar programs; • Able to treat data and information confidentially; • Detail oriented, making minimal mistakes in data entry; • Well versed in Excel, including writing calculation formulae; • Working knowledge of accounting principles; • Ability to be bonded, as certified by criminal and financial background checks; • Strong math skills; able to perform quick and accurate numerical transactions; • Strong organizational, project management, and analytical skills; • Ability to communicate verbally and in writing; • Ability to work independently and within a team.
Working Relationships	VCOS employees, marketing partners, vendors, auditors.

Application Instructions (please read carefully and follow all instructions)

Please email cover letter and resume to HR@VisitCOS.com before 4:00 pm, December 9, 2019. Cover letter and resume should be in a single Word or PDF document, not within the body of the email. In the cover letter, please address specifically how you meet the above requirements and provide salary requirement/expectation. No calls, please.

Please note that a behavioral assessment may be required of applicants, at VCOS cost.