

MONTEREY

Monterey County Convention & Visitors Bureau

POSITION: Bookkeeper

DEPARTMENT: Administration

JOIN OUR TEAM

The Monterey County Convention & Visitors Bureau (MCCVB) is the destination marketing organization for Monterey County, including the cities and areas of Monterey, Carmel-by-the-Sea, Carmel Valley, Pacific Grove, Seaside, Sand City, Marina, Salinas, Moss Landing, Salinas Valley and Del Rey Oaks, as well as world renowned assets like the Monterey Bay Aquarium, the epic Big Sur coastline, Monterey wine country and iconic Pebble Beach. Tourism is the second largest industry in Monterey and generates \$2.4 Billion in spending and more than 24,000 jobs for the communities. Our vision is to inspire the world to experience our extraordinary destination and our mission is to drive business growth through compelling marketing and targeted sales initiatives that maximize the benefits of tourism to our guests, members and community.

We are looking for dynamic individuals to join our team of passionate Monterey ambassadors. We work together with our community stakeholders on strategy and vision with integrity, accountability and leadership to reach our stated goals.

POSITION SUMMARY

The bookkeeper is responsible for providing administrative support to the Controller throughout the Accounts Receivable and Accounts Payable processes.

Job Duties & Responsibilities

- Assist Controller with all accounts receivable and accounts payable activities including invoicing, collections, recording receipts, entering expenses, writing checks *and maintaining accurate records*.
- Create and deliver bank deposits.
- Reconcile bank accounts.
- Manage employee credit cards with employees and bank by assisting employees with monthly reporting of credit card expenses.
- Additional bookkeeping, administrative, and analysis tasks as needed
- Maintain a safe, positive and healthy work environment.
- These duties are not exclusive and with consideration of the job requirements and other skills, the job description can be modified at the discretion of the supervisor.

Job Skills & Requirements

- Minimum 2 years of bookkeeping experience
- Superior administrative skills
- Excellent verbal and written communication and organizational skills

MONTEREY
Monterey County Convention
& Visitors Bureau

- Time management skills with strong ability to multi-task and prioritize to meet deadlines
- Proficient in use of computers including Microsoft Office software and Windows operating systems including Microsoft Office products, Word, Outlook, PowerPoint and Excel
- Experience using Peachtree Accounting software preferred
- Experience using CRM/Sales database systems a plus
- Demonstrates and adheres to confidentiality in the work place
- Responsible, reliable team player
- Must maintain an excellent attendance record
- Must pass a background check and skills test

This position is open until filled with an anticipated start date in mid-December.

The position is part-time hourly, non-exempt with an expected 20 hours per week (flexible schedule) at a rate of \$15 to \$20 per hour depending on experience.

Please direct your cover letter and resume to HR@seemonterey.com for consideration.