POSITION TITLE: Controller

ACCOUNTABLE TO: Bismarck-Mandan Convention & Visitors Bureau CEO

PRIMARY OBJECTIVE OF POSITION

The Controller is responsible for maintaining the accounting records for both the operations and gaming divisions. The Controller prepares all necessary reports and filings by their appropriate due dates. The position also supervises full-time and part-time office staff that contribute to the success of charitable gaming.

Essential Duties and Responsibilities

- General ledger management including journal entries and account reconciliation.
- Manage bank accounts and reconcile statements.
- Process payroll bi-monthly and complete necessary reports.
- Prepare monthly financial statements.
- Monthly, quarterly, and year-end reports (ex. quarterly gaming tax return, 941s, 1099s).
- Accounts payable including entering bills, scanning invoices, and processing payments.
- Record deposits and verify gaming records are accurate.
- Day-to-day management of audit technician and cash count team.
- Work with Gaming Manager to ensure charitable gaming is a success.
- In conjunction with the Gaming Manager, establish internal control policies and review as needed.
- Prepare audit schedules and provide requested files for independent auditors. Assist in the successful completion of their audit.
- Manage trust account and ensure expenditures are an eligible use.
- Create and update documentation for processes, as necessary.
- Non-profit required reports.
- Prepare gaming division budget.
- Assists CEO/Executive Director with CVB operations budget and other duties as assigned.

Office Management

- Ensure staff are professionally trained and aware of new rules implemented by the regulation agency, the Office of the Attorney General.
- Maintain trust account including timely deposits.
- Maintain a system of controls over accounting transactions.
- Maintain an orderly accounting filing system.
- Other duties as assigned.

Required Skills and Qualifications

- Bachelor's degree in accounting required.
- CPA preferred.
- QuickBooks experience preferred, but not required.
- Ability to research and make informed decisions.
- Budget finance and reporting skills.
- Supervisory experience helpful.
- Ability to work to meet deadlines.
- Acute attention to detail.
- Great communication skills.

This is a salaried position. Please email a cover letter and resume to:

Bismarck-Mandan Convention & Visitors Bureau
Sheri Grossman, CEO
1600 Burnt Boat Drive
Bismarck, ND 58503
sheri@bmcvb.com

Deadline: Open until filled.