

Accounting Manager

SMTT Overview

Santa Monica Travel & Tourism, Inc. is a non-profit, non-member organization governed by a board of 11 community individuals. SMTT is the official travel and tourism promotion agency for the City of Santa Monica. It is our job to promote Santa Monica and encourage visitors to stay longer and enjoy more of what our destination has to offer. SMTT operates four (4) visitor serving locations: Visitor Information Kiosk in Palisades Park; Visitor Information Center at the Santa Monica Pier; Visitor Information Center on Main Street; and a Mobile Information Vehicle. For more information, please visit www.santamonica.com.

Position Description

The Accounting Manager is responsible for overseeing the financial processes of the organization, assuring accuracy, compliance and efficiency in financial reporting. The successful candidate should have a strong knowledge of all accounting, financial and nonprofit business principles as this position is critical to our success.

Responsibilities

Hybrid work from home and in-office position as required; will include offsite events and other remote activities.

Financial Management & Reporting

- Prepare and review financial statements (income statements, balance sheets, cash flow statements).
- Ensuring compliance with GAAP (Generally Accepted Accounting Principles) or IFRS (International Financial Reporting Standards).
- Managing month-end and year-end closing processes.
- Review and edit monthly board financials.

Budgeting & Forecasting

- Assist in budget preparation and monitoring expenditures.
- Conducting financial analysis to support decision-making.
- Forecasting financial trends and identifying cost-saving opportunities.

Internal Controls & Compliance

- Implementing and maintaining internal controls to prevent fraud and errors.
- Ensuring compliance with tax regulations, audits, and financial policies.
- Coordinating with external auditors and tax professionals.

Team Leadership & Supervision

- Managing the workflow of 2 team members.
- Training and mentoring accounting staff.
- Delegating tasks and ensuring accuracy in financial records.
- Regularly review, update and ensure standard operating procedure compliance.

Accounts Payable & Receivable Management

- Overseeing billing, collections, and vendor payments.
- Ensuring timely processing of invoices and payroll.
- Managing cash flow and working capital.

Process Improvement & Technology Integration

- Identifying inefficiencies and improving financial workflows.
- Implementing accounting software and automation tools.
- Staying updated on new accounting regulations and technologies.

Liaison with Other Departments

- Collaborating with other departments (e.g., TIS, MICE, PR, Marketing, Visitor Services) to align financial goals.
- Providing financial insights for strategic planning and investment decisions.
- Support Inventory and Retail Operations
- Represent SMTT at virtual and in-person community events and tourism industry functions. Occasional nights and/or weekends may be required.

Technical Aspects

- Expert in QuickBooks & QuickBooks Online; Excel, SAP Concur
- Microsoft Office Suite – heavy outlook and calendaring.
- Google Workspace / Share Drive.

Qualifications & Requirements

- Bachelor's degree in accounting, finance, or relevant field.
- A minimum of 5 years' experience in financial management.
- In-depth knowledge of accounting software, corporate principals, and financial analysis.
- Excellent communication and interpersonal abilities.
- An analytical mind with good organizational skills.
- Expert level QuickBooks online and Microsoft Excel experience.
- Knowledge of Microsoft Office, Mac and CRM systems such as SimpleView.
- Must be at least eighteen (18) years of age and possession of a clean driving record.
- This is an at-will position. As an at-will employer, either SMTT or the employee may terminate the employment relationship at any time, for any reason, with or without good cause or advance notice.
- Physical demands and the work environment described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to engage staff with disabilities to perform essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk and reach with arms and hands. Must be able to lift 50 lbs. and perform repetitive motions 50% of the time.
- We evaluate qualified applicants without regard to race, color, religion, sex, national origin, disability, veteran status, age, sexual orientation, gender identity or other protected characteristics.

To apply please send your resume, cover letter and salary requirements to employment@santamonica.com with the subject line ACCT20225.