

VICE PRESIDENT OF FINANCE

Greater Boston Convention & Visitors Bureau | Boston, MA





Boston

Explore the city where the new and the old are in constant conversation, where cobbled-stone streets meet glass-enclosed shopping galleries, where The Freedom Trail landmarks stand beside cutting-edge restaurants, and renowned performance theatres brush shoulders with trendy nightclubs.

Uncover Boston's past while enjoying its distinctively modern edge; enjoy the old masters and the brew masters, pedal-powered swan boat rides, or high-speed catamaran whale watches. Shop artisanal markets or chic boutiques. While the afternoon away at a sidewalk cafe or dine from the popular food trucks found throughout the city. Enjoy star-studded concerts, some under the stars. Take a walking tour or blaze a trail of your own. Stroll the lively waterfront or cruise the historic harbor.

- [Museums & Attractions](#) - Boston is particularly fun for kids; the New England Aquarium, Museum of Science, Harvard Museum of Natural History, and Boston's Children's Museum are family favorites. History buffs will enjoy The Boston Tea Party Ship & Museum and Museum of African American History. For art lovers, the Museum of Fine Arts and the Isabella Stewart Gardner Museum are iconic institutions with great masters on display.
- [Sightseeing & Trails](#) - Boston's rich history of immigration and multiculturalism is celebrated along the Black Heritage Trail, Irish Heritage Trail, Native American Trail, and the Boston Equality Trail.
- [Performing Arts & Entertainment](#) - Boston's cultural calendar is seemingly infinite. Mellow jazz clubs, rock concerts, Mozart concertos, children's puppet shows, musicals, classic plays, and much, much more.
- [Tours](#) - Fun by land, sea, or air. You will enjoy Boston's many diverse and historical tours. Trolley Tours, Duck Tours, Foodie Tours, Beer Tours, Helicopter Tours, Bike Tours, Harbor Cruises, and of course, the Freedom Trail.
- [Shopping](#) - For those of you who favor urban chic, the traditional and classic, or upscale funky, our shops and stores are certain to please.
- [Sports](#) - Boston is Titledown, USA. Boasting 11 professional championships in the 21st Century, Boston is Titledown. Each of our storied franchises has won a championship in the past decade. Try to find another city that's even close. Good luck!
- [Nightlife](#) - Nightlife in Boston thrives with its many theatres, bars, pubs, and clubs. If you enjoy a lively night on the town or simply sitting cozy at a piano bar, whatever your pleasure, this section will shed some light on Boston at night.



POSITION SUMMARY

Greater Boston Convention and Visitors Bureau (GBCVB) is seeking a Vice President of Finance to provide strategic expertise and financial leadership. This individual will be responsible for planning, directing, and controlling the financial activities of GBCVB. The VP will employ a thorough knowledge of public finance, budgeting, and Generally Accepted Accounting Principles (GAAP) and will ensure the responsible fiscal stewardship of the organization. The position will be reporting to the Executive Vice President. The VP of Finance will have 3 direct reports: Director of Finance, Staff Accountant, and Accounts Receivable.

ESSENTIAL FUNCTIONS

- Create, implement, and manage full departmental structure: operating processes, policies, and workflow to optimize the overall financial function with efficiency and accuracy while ensuring internal controls and reflecting industry best practices.
- Along with Human Resources Manager, oversee 401k, insurance policies, and benefits administration and ensure the company is following best practices.
- Assist with the grant application and reporting requirements.
- Prepare/review monthly financial statements and analyze expenditures by line item accounts to determine unusual fluctuations.
- Work with staff and board leadership to develop and manage the agency's investment strategy and policies.
- Monitor cash flow, account transfers, lines of credit, interest earnings, and merchant accounts.
- Work with independent auditors to ensure that sound accounting principles are followed in association operations and oversee the production of the annual audit reports for all GBCVB accounts.
- Research and implement software systems to support primary finance and accounting practices and functions.
- Ensure that GBCVB Point of Sales systems supports payments, accurate accounting of inventory, and associated reporting.
- Reconcile grant funding to ensure adherence to the terms of the grant and overall best practices.
- Expand and streamline the chart of accounts to fully allow the representation of accurate coding of expenses across departments and funding sources.
- Develop monthly financial statements for presentation to senior leadership, finance committee, executive committee, board of directors, and other relevant committees as designated.
- Design and implement a process for monthly departmental budget reporting.
- Formalize the annual budget development process: create unified templates, timelines, and instructions for managers to participate in the process and formal presentation for committee and board approval.
- Ensure that all financial transactions in accounts and journals, from invoices, checks, and purchase orders, are fully verified.
- Manage fixed assets and depreciation schedules.
- Manage finance and accounting staff and verify the integrity of their work.
- Coordinate audit activity and prepare all schedules.

REQUIREMENTS & QUALIFICATIONS

- Nonprofit experience is required (501(c)3 and 501(c)6).
- Minimum of Bachelor's in Finance, accounting required, Master's preferred.
- 15+ years of accounting and finance experience, with at least 5 years in a leadership role or Director level.
- Certified Public Accountant (CPA) is required.
- Experience in the areas of accounting, auditing, management, and best practices.
- Demonstrated leadership, interpersonal, presentation, and organizational skills.
- The ability to handle multiple projects/tasks, prioritize work and meet deadlines.
- Strong problem-solving and decision-making skills.
- Demonstrated effectiveness in written and verbal communication.
- Strong presentation skills.
- Expert level proficiency with accounting and finance systems.
- Ability to be flexible, self-directed, motivated, and able to interact with employees at all levels.
- Capable of compiling and analyzing data to guide strategic planning.



Donna Thornton

Executive Recruiter

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If interested in learning more about this great opportunity, please send your resume to our SearchWide Global Executive, Donna Thornton.

SearchWide Global is a full-service executive search firm primarily for companies in the travel, tourism and convention, and hotel and lodging industries. We specialize in C-Level, Director and Management level executive searches for companies ranging in size from Fortune 500 corporations to mid-sized public and private companies.