



Company: Visit Newport Beach

Position: Finance Coordinator

Job Type: Full-Time Employee

Reports To: Accounting Manager

Summary of Position

The Finance Coordinator plays a key role in supporting both financial operations and internal IT services at Visit Newport Beach. This hybrid position assists the CFO and Accounting Manager with day-to-day accounting tasks, with a primary focus on accounts payable (A/P), while also assisting with in-house technical support and administrative functions across the organization.

This role requires a detail-oriented and adaptable professional who can effectively juggle multiple priorities in a fast-paced, dynamic environment. The ideal candidate is proactive, tech-savvy, and comfortable working collaboratively across departments to ensure smooth internal operations and the achievement of organizational goals.

Duties and Responsibilities *(including, but not limited to the following):*

FINANCE

- Assist with the invoicing process for two entities (Visit Newport Beach Inc – TOT and Meetings Assessment Partnership (MAP), specifically with processing MAP funding requests, including data entry, coding confirmation, and electronic document storage
- Communicate with vendors to resolve invoice issues
- Work with the Sales Coordinator to resolve MAP invoicing questions and issues
- Set up new AP vendors as needed
- Enter monthly deposits as requested
- Work closely with the staff on Certify VISA expense reporting including data entry, reporting, and coding
- Assist with the annual audit by pulling selections for testing
- Downloading of monthly check copies from the bank for the two checking accounts.
- Monitor the two offsite storage units for marketing and general office use to maximize the monthly rent
- Assist the Chief Financial Officer and Accounting Manager with additional duties as requested

TECHNICAL SUPPORT

- Serve as the primary point of contact between employees and the external IT support/vendor team to ensure timely resolution of all IT-related service requests and incidents.
- Review all employee computers regularly to ensure the systems/software are updated, and documents are being saved to SharePoint
- Track inventory management and ensure all office equipment (computers, printers, monitors, keyboards, iPads, etc.) are accounted for and are working properly
- Prepare a 3-year capital asset plan and review regularly to ensure that planned purchases are in line with current computer needs and technology
- Assist in setting up AV and presentation equipment for Visit Newport Beach Board of Directors and Hospitality Council Meetings
- Responsible for issuance to and collection from employees with respect to office keys/building access cards and IT equipment
- Set up new hires' computers for in-office and at home. Purchase equipment, as needed.
- Set up equipment/inventory list for new recruits

Qualifications

- Minimum of 1-3 years of experience in finance / accounting
- Skill Set Requirements: Extremely proficient in Microsoft Office, specifically with Excel and PowerPoint and an ability to pick up various cloud-based systems
- Proficient in the use of modern technology, especially computers / Windows and Mac Operating Systems
- Familiarity with Sage Intacct accounting software is a plus
- Familiarity with Microsoft OneDrive and SharePoint is a plus
- Excellent communication and interpersonal skills.
- Strategic thinking and problem-solving capabilities.
- A self-starter who takes tremendous pride in their work, a strong work ethic, and a willingness to step in to get a project done
- Detail-oriented and exceptional organizational and multitasking abilities
- Ability to manage multiple priorities and work effectively under pressure in a fast-paced, dynamic environment with a focus on achieving organizational goals.
- Demonstrated ability to foster a collaborative and inclusive work environment.
- Proactive and results-oriented approach to operations management.

Benefits

- Hybrid Work Environment
- 401(k) voluntary employee contribution with up to 5% company match
- 401(k) automatic 3% profit sharing (no-match required)
- 9/80 Flexible schedule
- Flexible Spending Account
- 100% Company-Paid Health Insurance (employee only)
- 100% Company-Paid Dental, Vision, Disability and Life insurance
- Paid Time Off
- Paid Holidays

- New Employee Referral Program
- Education/Tuition Reimbursement
- Wellness Benefit
- Stay & Play Benefit
- Cell Phone Reimbursement
- Home Internet Stipend
- Compensation level contingent upon experience and qualifications

Compensation: Salary range of \$60,000 to \$66,560 based on experience and skill

Schedule: Monday to Friday with optional 9/80 Schedule (every other Friday off)