



Belmont County Tourism Council, Inc. Bookkeeper / Office Manager

Status: Full-Time

Reports to: Executive Director

Position Summary

Belmont County Tourism is seeking a detail-oriented, organized professional to serve as Bookkeeper/Office Manager. This role is responsible for maintaining accurate financial records, supporting daily administrative operations, and ensuring compliance with government accounting procedures.

The ideal candidate will bring prior accounting experience within a government, public, or nonprofit setting and be comfortable managing multiple financial and office management responsibilities.

Key Responsibilities

Financial & Accounting Duties Include:

- Maintain accurate and up-to-date financial records in accordance with government accounting standards
- Process accounts payable and receivable, invoices, and reimbursements
- Record daily financial transactions and reconcile bank and credit card statements
- Assist with budget tracking and preparation in collaboration with the Executive Director
- Prepare monthly reports for leadership and board
- Track grant funding and required reporting documentation
- Support bi-annual audit preparation and maintain organized fiscal records
- Process payroll and maintain related records
- Monitor expenditures and revenue

Office Management & Administrative Duties Include:

- Serve as primary point of contact for office operations, vendors, and supplies
- Maintain filing systems, financial documentation, and internal records
- Coordinate administrative tasks, scheduling, and general office support
- Help maintain organized records
- Support staff with administrative needs as required

Qualifications

Required:

- Previous accounting or bookkeeping experience, preferably in government, public sector, or nonprofit environments
- Strong understanding of financial recordkeeping and reporting procedures
- Experience with accounting software and spreadsheets
- High attention to detail, accuracy, and confidentiality
- Strong organizational and time-management skills
- Ability to manage multiple priorities independently
- Proficient with QuickBooks

Preferred:

- Associate or bachelor's degree in accounting, business, or related field
- Experience with government fund accounting, grant tracking, or public funding processes
- Knowledge of Generally Accepted Accounting Principles (GAAP) and/or government accounting standards
- Experience supporting audits
- Experience working with boards/committees

Core Competencies:

- Integrity and accountability in handling financial data
- Strong analytical and problem-solving skills
- Organized and detail oriented
- Dependability and discretion with sensitive information

The Bookkeeper / Office Manager is hired by the Executive Director of Belmont County Tourism Council, Inc. and approved by the Belmont County Tourism Council Board of Directors.

Applications must include a cover letter, salary requirements and resume submitted by email to jpugh@visitbelmontcounty.com. This position will remain open until filled, with review of candidates to begin immediately.

About Belmont County Tourism

Belmont County Tourism leads destination marketing, partnership development, and tourism initiatives that strengthen the local economy and promote the region's heritage, outdoor recreation, and visitor experiences. This role supports the organization's mission by ensuring strong financial management and efficient day-to-day operations.