



Employer: Fayetteville Advertising and Promotion  
Commission Unit(s): All; Experience Fayetteville, Primary  
Title: Vice President of Finance  
Reports to: CEO  
Position Type: Full-time, Exempt

Qualified applicants please submit resume and cover letter to  
[jobs@experiencefayetteville.com](mailto:jobs@experiencefayetteville.com)

#### Job Summary:

The Fayetteville Advertising and Promotion Commission is a governmental unit of the City of Fayetteville, managed independently. It is the over-arching organization that manages Experience Fayetteville, Fayetteville Town Center, Clinton House Museum, and the historic Walker Stone House. The Advertising and Promotion Commission is primarily funded by a 1% tax on lodging and prepared food.

The VP of Finance is responsible for all financial aspects of the organization including budgeting, forecasting, overseeing bookkeeping, and cash flow. This position reports to the CEO of the Fayetteville Advertising and Promotion Commission and is part of the leadership team of the organization.

#### Our Culture:

Fayetteville Advertising and Promotion's mission is to shape Fayetteville as a welcoming destination through the experiences we cultivate and the stories we share. Our core values include service, collaboration, exploration, engagement and inclusion. Our vision is that Fayetteville is a must-experience destination.

#### Areas of Responsibility

- In coordination with the city, track HMR data and develop revenue projections for CEO and commission.
- Lead budget preparation for all units in collaboration with CEO and all relevant staff.
- Assist CEO in preparing financial reports for the commission and other stakeholders.
- Develop and implement financial policies and practices related to departmental spending and reporting, reserves, and the investment account.
- Establishment of processes to streamline internal workflow across departments, utilizing existing technology and proactively sourcing technology tools in order to ensure integrated use of all databases and financial activity.
- Development and maintenance of short and long term forecasting tools.
- Coordinate monthly close process and calendar.

- Prepare monthly financial statements for the CEO and Commission to include KPI's related to financial position, dashboards to provide easily understandable information, and a narrative explaining YTD variances.
- Oversee all balance sheet activity on an ongoing basis, in preparation for annual audit.
- Coordinating and/or preparing tax schedules, returns and other necessary information according to statutory deadlines.
- Ensure organization's retirement plan remains in compliance with ERISA, DOL and IRS regulations.
- Coordinate with outsourced information technology provider to ensure that financial systems are operating efficiently and in a manner that supports high standards and performance.
- Serve as liaison between the City of Fayetteville's Accounting Department and the A&P Commission units.
- Establish a protocol for employee compensation, including a process for merit and cost-of-living increases.
- Supervise the finance department to ensure smooth day-to-day transactions.
- The VP of Finance will provide counsel and leadership to the CEO, Commission, and staff, and is a strategic leadership role integral to furthering the mission.

### **Education and Experience/Key Competencies**

- Minimum of a Bachelor's Degree in Finance or Accounting
- 8-10 years in a senior financial managerial position
- Experience with municipal or other public entity, preferred
- Advanced computer skills including proficiency in MS Office and Quickbooks
- Exceptional communication skills
- Results oriented, strategic thinker and planner
- Must be a self-starter; be self-motivated and able to multi-task
- Must be flexible and be able to adjust to changing conditions, circumstances and priorities
- Must demonstrate a positive attitude and cooperate with staff

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee must see, talk, and hear. This position requires frequent use of a telephone and computer. Visual acuity to work on a computer screen and view written materials is required for this job.

### **Work Environment/Job Context:**

Indoor. Work environment is an office environment; a frequently crowded, occasionally noisy visitors center.