



VISIT BATON ROUGE JOB DESCRIPTION

Position Title: Finance & Administration Manager
Date: August 2026
Reports To: Vice President of Finance
Classification: Full-Time, Exempt

Position Summary

The Finance & Administration Manager at Visit Baton Rouge is responsible for ensuring compliance, transparency, accountability, and the responsible administration of public resources, all of which are directly related to Visit Baton Rouge's general business operations.

Role Overview

The Finance & Administration Manager supports the day-to-day financial, compliance, and administrative operations of Visit Baton Rouge. Working closely with the Vice President of Finance, this position manages accounts payable and receivable activities, coordinates accounting workflows, maintains vendor and contract records, provides budget and audit support, and assists with the administration of public funds, financial reporting, analysis, and special projects.

The Finance & Administration Manager exercises discretion and independent judgment with respect to policy compliance, administration of cooperative endeavor agreements, purchases and entertainment expenditures, advising vendors and/or industry partners of tax exemption status, and ensuring that budgetary guidelines are met, as well as other matters of significance.

The ideal candidate demonstrates initiative, sound judgment, strong organizational skills, and the ability to independently manage multiple priorities while ensuring compliance with organizational policies, governmental regulations, and internal control requirements.

Key Responsibilities

Financial Operations

Accounts Payable & Receivable: Coordinate and validate policy compliance on invoice processing, collections, recurring payments, accrued liabilities, and supporting documentation.

Vendor Administration: Maintain vendor records, including W-9s, remittance information, certificates of insurance, recurring payment schedules, and tax-exempt documentation.

Financial Reporting: Assist with monthly financial statements, occupancy tax revenue tracking, fixed asset schedules, reconciliations, and other recurring financial reports.

Budget & Audit Support: Assist with preparation of annual budgets, audits, expenditure tracking, ACT 706 reporting, SAUP procedures, and related documentation.

Special Projects: Assist the Vice President of Finance with financial analysis, reporting, implementation of new procedures, and other special projects.

Compliance & Internal Controls

Contract Administration: Assist the Vice President of Administration with maintaining contracts, cooperative endeavor agreements (CEAs), requests for proposals (RFPs), and related records.

Deliverable Verification: Monitor contract requirements, payment schedules, and supporting documentation before invoices are approved for payment.

Records Management: Maintain records retention schedules, electronic files, and supporting documentation.

Policy Administration: Support the maintenance of organizational policies, procedures, internal controls, and compliance calendars while identifying opportunities for process improvement.

Administrative Operations

Facilities Management: Coordinate building maintenance, repairs, office services, office supply inventory, and facility-related vendors.

Executive & Board Support: Provide administrative support to the President & CEO, including coordination of travel arrangements and meetings, and provide backup support for Board-related functions.

Department Coordination: Maintain recurring deadlines, calendars, reports, spreadsheets, workpapers, and other departmental records.

Reception & Visitor Support: Provide backup support for reception duties and maintain a working knowledge of local attractions, events, accommodations, and transportation resources.

Skills & Qualifications

Education: Associate's degree required. Bachelor's degree in accounting, finance, business administration, public administration, or a related field preferred.

Experience: Accounting, finance, auditing, compliance, administration, or a related field. Advanced proficiency in Microsoft Office applications, particularly Excel, and accounting software and database systems. Familiarity with governmental accounting principles, GASB standards, Public Bid Law requirements, and audit procedures is preferred.

Analytical & Organizational Skills: Strong attention to detail, ability to manage multiple tasks, and ability to exercise independent judgement.

Communication: Ability to work collaboratively within a finance team and communicate financial information. Strong written and verbal communication skills.

Physical Requirements

Ability to sit, stand, bend, stoop, walk, and lift up to 25 pounds.

Ability to travel locally as necessary.

Possession of a valid driver's license and adequate automobile insurance coverage.

Disclaimer:

This job description is intended to describe the general nature and level of work performed and is not intended to be an exhaustive list of duties and responsibilities. Visit Baton Rouge reserves the right to modify or assign additional responsibilities as organizational needs require.