



POWERED BY

Buncombe County Tourism
Development Authority

Job Title: Accounting Manager
Reports to: VP of Business Development
Department: Business Development (Internal)
FLSA Status: Exempt

Position Summary:

Explore Asheville's Accounting Manager is responsible for leading the day-to-day governmental and nonprofit accounting operations and serving as the organization's primary owner of transactional accounting, financial systems, and monthly close processes.

The Accounting Manager will ensure accuracy, consistency, strong internal controls, and reliable reporting while supporting budgeting, audit readiness, and system maturity. This is a hands-on, in-office role requiring seasoned experience in governmental or nonprofit accounting and comfort operating in a dynamic environment with senior leadership.

This role works closely with the VP of Business Development, who holds executive oversight for finance, systems, and budgeting. This role will also support senior leadership and be comfortable presenting and discussing financial information with executive leadership team members.

Essential Duties & Responsibilities:

Transactional Accounting & Monthly Close

- Own day-to-day accounting operations, including:
 - Accounts payable and receivable
 - Journal entry preparation and posting
 - Bank and balance sheet reconciliations
 - Monthly, quarterly, and year-end close processes
- Ensure timely, accurate financial close and documentation in accordance with governmental and nonprofit accounting standards.
- Maintain general ledger integrity and resolve discrepancies proactively.

Financial Systems Ownership (Sage Intacct)

- Serve as the primary day-to-day administrator and power user of Sage Intacct.
- Manage chart of accounts, dimensions, workflows, and reporting structures.
- Ensure consistent and accurate data entry across all accounting activities.
- Partner with internal stakeholders, Sage Intacct support, and external advisors as needed to resolve system issues.
- Continuously improve system usage to reduce manual work and increase reliability.

Internal Controls & Cash Management

- Prepare and manage electronic payments and check runs in accordance with internal controls.
- Support clear segregation of duties across invoice processing, check preparation, approval, and release of funds.
- Maintain clear audit trails and supporting documentation for all transactions.

- Support ongoing evaluation and strengthening of internal financial controls toward a repeatable, auditable operating model as systems and staffing mature.

Reporting, Audit & Compliance Support

- Prepare financial schedules, tie-outs, and supporting materials for:
 - Annual audit
 - Buncombe County Tourism Development Authority (BCTDA) Finance Committee and Board reporting
 - Management review
- Support month-end budget-to-actual reporting and variance analysis.
- Collaborate with external auditors and respond to audit requests efficiently.
- Ensure compliance with applicable governmental and nonprofit accounting standards.
- Maintain capital asset and depreciation schedules; coordinate asset additions, disposals, and year-end reporting support.
- Serve as the primary internal point of coordination for annual audit fieldwork, schedules, and follow-up items.

Budgeting & Forecasting Support

- Support the VP of Business Development during annual budgeting and forecasting cycles.
- Assist with budget-to-actual reporting, forecasting updates, and financial analysis
- Ensure budget data integrity within Sage Intacct.
- Provide operational insight and reporting support during BCTDA Finance Committee and Board budget discussions.

Other Responsibilities

- Train from and contribute to documented accounting processes and workflows.
- Support onboarding and stabilization of updated finance operating models.
- Collaborate with contracted finance support
- Identify documentation gaps or process risks

Team Leadership

- Accountable for the day-to-day workload, contributing to a cohesive, effective, and accountable team in consistent alignment with Explore Asheville's values. Actively participate in team meetings and initiatives.
- Lead and/or participate in meetings/planning/initiatives to support strong workplace culture and successful performance/execution of organizational strategy. Elevate and solve issues, support change, and ensure the maintenance of productive processes.
- Represent Explore Asheville/BCTDA at meetings and industry functions and before the public. This may include making presentations to a wide range of groups.

Qualifications

- Bachelor's degree in Accounting, Finance, or similarly relevant major -OR- any combination of education, coursework, and/or technical training necessary to meet position requirements
- 5+ years of experience in governmental or nonprofit accounting required
- Strong understanding of governmental accounting principles and internal controls
- Hands-on experience with monthly close, journal entries, reconciliations, and audit support
- Experience working with financial systems and accounting software
- Ability to work independently, manage priorities, and meet deadlines in a dynamic environment
- Strong attention to detail and commitment to accuracy
- Experience with the following is preferred, but not required:

- Sage Intacct or similar ERP systems
- Supporting board-level or finance committee reporting
- Advanced Excel and reporting skills
- Operating in a public-sector, authority, or tourism-related organization
- Supporting budgeting and forecasting processes

Physical Environment & Working Conditions:

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work involves working alone on the computer, collaborating as part of a team, and working closely with others by computer or over the phone.
- Most work tasks are performed indoors.
- Must be able to sit or stand at a desk for up to 7.5 hours per day.
- Requires grasping, writing, being mobile, repetitive motions, listening and hearing ability and visual acuity.
- Attendance of outside work functions after hours is required.
- Position is expected to spend time in the community on a regular basis.

Travel:

Some local travel, generally within Buncombe County, is required, but not extensive. Must have a valid driver’s license, current automobile insurance and own or have access to an automobile when needed.

EEO Statement:

Explore Asheville provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by applicable federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Explore Asheville strives to be an inclusive and equitable organization. We are actively seeking a diverse pool of candidates from a variety of abilities, backgrounds, and cultures.

About Explore Asheville:

The Buncombe County Tourism Development Authority (BCTDA) oversees the work of Explore Asheville, which develops and carries out advertising, marketing, public relations, and group sales plans to inspire leisure and business travelers to visit Asheville and Buncombe County. In 2021, the BCTDA adopted strategic imperatives that are informing and guiding the direction of Explore Asheville’s program of work and community investments going forward. These strategic imperatives include:

- Delivering balanced & sustainable growth
- Encouraging safe & responsible travel
- Engaging & inviting more diverse audiences
- Promoting & supporting Asheville’s creative spirit

In addition, the Explore Asheville staff has adopted and embraced the following core values:

- Innovate & Evolve – We seek out new ideas and are open to change.
- Leadership & Collaboration – We focus on the truly important priorities to make the most positive impact.
- Equity & Empathy – We respect and embrace differences recognizing real progress requires inclusion.

What We Offer:

Explore Asheville offers a competitive benefits package that includes a Paid Time Off program with 19 days to start; 11 annual paid office holidays; employer-provided medical, dental, vision, life, short-term disability and long-term disability insurance; 401k with a company match; and employee wellness benefits.

Additionally, you will have the opportunity to earn an annual incentive up to fifteen percent of your annual salary, based upon team goals and performance. Incentives will be prorated for team members who have been with Explore Asheville less than the full fiscal year (July 1 – June 30). You must be employed for at least 3 full months of our fiscal year to qualify for a prorated incentive. Incentives are paid at the end of each fiscal year, and you must be employed on the date the incentive bonus is paid to be eligible to receive it.

Starting Salary Range: \$70,000 - \$80,000