



Accounts Specialist

Broadmoor Golf Club is seeking a detail-oriented and professional Accounts Specialist to oversee and support the club's billing and accounts payable operations. The ideal candidate will have strong accounting, organizational, and communication skills, along with the ability to manage multiple priorities in a confidential environment.

Primary Responsibilities

- Accounts Receivable
- Process member account billing
- Reconcile and review member statements
- Maintain accurate accounts receivable records
- Research, code, and post cash receipts

Accounts Payable

- Enter and process invoices
- Prepare and process vendor payments
- Perform account reconciliations

Additional Duties

- Manage daily cash handling and bank deposits
- Process all cash and daily banking transactions
- Respond to member inquiries in a professional and timely manner
- Compose internal and external communications
- Maintain confidentiality when handling sensitive information
- Manage multiple projects with strong attention to detail

Qualifications

- Minimum of two years of related accounting or bookkeeping experience
- Proficiency in Microsoft Word, Excel, Outlook, and PowerPoint
- Strong organizational, communication, and customer service skills
- Ability to work independently and efficiently in a fast-paced environment

Benefits

- Salary range \$30.00 to \$35.00 per hour
- Pleasant and professional work environment
- 100% employer-paid medical, dental, and vision insurance after 90 days of employment
- 401(k) plan with employer match after one year of employment

Qualified candidates should submit a resume and cover letter outlining their training, education, and relevant experience related to mlafond@broadmoorgolfclub.com. Please include three professional references.