



Position Title: Accounting Assistant
Reports To: Director of Financial Operations

Exempt
 Non-Exempt

Print Name: _____
Applicant/Employee Signature: _____

Date: _____

PRIMARY PURPOSE

To support the Accounting/Administration Department.

ESSENTIAL RESPONSIBILITIES AND RESULTS

ACCOUNTING ASSISTANT

- Complete daily audits for food and beverage, hotel and golf.
- Prepare, analyze and research food and beverage comp report for weekly food and beverage meetings.
- Verify Snack Bar bank verification forms daily, document and address discrepancies with team members, and escalate recurring issues to Human Resources for corrective action after three documented occurrences.
- Input Journal Entries.
- Support Accounts Payable operations as needed by counting and reconciling cash, entering and distributing invoices to department managers, processing money orders, preparing armored transport deposits, handling Front Desk money orders, and coordinating weekend bank transfers for the Front Desk and ATM cash replenishment.
- Assist Accounts Receivable as needed, including responding to homeowner inquiries, processing payments and billing, handling escrow demands, and processing golf memberships, cart leases, and golf cart trail passes.
- Research, document, and dispute credit card chargebacks.
- General Ledger reconciliation of credit card statements.
- Ledger reconciliation of clearing accounts and banquet receivables.
- Serve as backup to Accounting and Administration Team.
- Assist Director of Financial Operations with year-end financial audit and month end reconciliation.
- Audit server tip-outs for accuracy, identify discrepancies, and work with servers to resolve and correct errors.
- Coordinate with the Director of Information Systems on the year-end records archival and document retention process.
- Prepare a safety training topic for the accounting and administration staff two times a year.
- Perform other related duties as assigned by the manager.

AMOUNT OF SUPERVISION RECEIVED

This position receives close and frequent supervision and instructions from the Director of Financial Operations. This position receives occasional directions or instructions from the supervisor once initial training is completed.

INTERACTION WITH OTHERS

This position interacts primarily and frequently with accounting department personnel and some with other managers.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibility.

PHYSICAL DEMANDS

This position requires occasional standing, walking, stooping, kneeling, or crouching. This position requires the incumbent to sit at a desk for extended periods of time and requires frequent talking, hearing, use of hands and fingers and reaching with hands and arms. Good close vision, depth perception and ability to adjust focus are also required to perform the duties of this position.

WORK ENVIRONMENT

This position requires the incumbent to work indoors in an office setting. A moderate noise level is typical for the work environment of this job.

USE OF DISCRETION AND INDEPENDENT JUDGMENT

Not applicable.

EFFECT OF POSITION ON ORGANIZATION OR ON ORGANIZATION'S CUSTOMERS/CLIENTS

This position represents the company daily and must portray a professional appearance and demeanor.

QUALIFICATIONS REQUIRED

- Education: Requires a high school diploma or equivalent. Coursework in accounting preferred.
- Experience: Requires 1-2 years' accounting experience in both AP and AR.
- Communication skills: Requires excellent oral, written and customer service skills.
- Mathematical skills: Must be numerate and able to perform general accounting duties.
- Computer skills: Proficient with Microsoft Suite with strong knowledge focusing on Excel and Word. Requires basic computer skills. Must be proficient with ten-key calculator by touch.
- Reasoning ability and other skills: Must be able to recognize sensitive issues and know when to bring these issues to the attention of the department manager. Must have exceptionally strong organizational skills, attention to detail and accuracy.
- Certificates or licenses: None required. Microsoft Office Specialist certification a plus.

Distribution Upon Completion

Original: Human Resources

Copy: Manager

Copy: Employee