



## FRENCHMAN'S RESERVE COUNTRY CLUB SENIOR ACCOUNTANT

### **Job Summary:**

The Senior Accountant will prepare and maintain financial records to track the organization's assets, liabilities, profit and loss, and other related financial activities.

### ***Supervisory Responsibilities:***

- None.

### ***Duties/Responsibilities:***

- Performs general cost accounting and other related duties for the organization.
- Prepares monthly balance sheets and profit and loss statements.
- Assists with monthly count of Food & Beverage inventory.
- Analyzes Food & Beverage income statements.
- Prepares yearly budgets.
- Assists Accounts Receivable with member billing issues.
- Verifies payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
- Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
- Coordinates with software vendor to maintain accounting software systems; recommends updates to enhance the accounting software.
- Documents accounting policies and procedures.
- Maintains knowledge of acceptable accounting practices and procedures.
- Performs other related duties as assigned.

### ***Required Skills/Abilities:***

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Knowledge of financial accounting and cost accounting.
- Understanding of and the ability to adhere to generally accepted accounting principles.
- Proficient with Microsoft Office Suite or similar software, and accounting software.

### ***Education and Experience:***

- Bachelor's degree in Accounting required.
- At least three years of restaurant (Club, Hotel, etc.) accounting experience required.
- Experience with Club software (Jonas, Northstar, etc.) required.

### ***Physical Requirements:***

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

**Please email resumes to Human Resources Director Maggie Adams at**  
[\*\*MAdams@FrenchmansReserveCC.com\*\*](mailto:MAdams@FrenchmansReserveCC.com)