



## What Sets Key Biscayne Yacht Club Apart from Other Clubs?

**Leadership!** Our Leadership Team shares the same vision of providing gracious hospitality while ensuring every member feels like they are at home. Our strong, seasoned Management Team collaborates closely to provide a high-quality lifestyle for KBYC Members. It is through this close professional endeavor that the Club continues to create innovative programs, events and entertainment that Members enthusiastically support.

**Amenities & Activities!** With a beautiful Clubhouse, tennis courts, pool, waterfront activities, marina and several dining options, we are one of the prestigious private yacht clubs in South Florida, offering a vast array of amenities. We are also proud to offer a wide and extensive selection of Member activities and programs to meet every interest... and it continues to grow!

**We welcome you to Key Biscayne Yacht Club!**



**Position Title:** Senior Staff Accountant

**Reports to (Position Title):** Controller

### Position Overview

The Senior Staff Accountant position is responsible for day-to-day accounting functions for Key Biscayne Yacht Club. This position is essential in ensuring accurate and timely records are maintained in the Club's accounting software Jonas. The Senior Staff Accountant collaborates with the Controller to participate in the timely submission of financial reports and bi-weekly payroll processing in Paylocity.

### Essential Duties & Responsibilities:

#### Accounts Payable

- Assists with the coding of accounts payable and the movement of invoices through the approval process.
- Maintain, review, and file vendor/supplier certificates of insurance & W-9. Produces year-end 1099 forms.
- Monitors bank transactions associated with AP payments

#### Accounts Receivable

- Responsible for the month-end close of member AR accounts.
- Assists with Member Disputes about their monthly statement charges.

### **Payroll**

- Prepare the bi-weekly payroll processing in collaboration with the HR Business Partner.
- Assists with the data entry of new employees and the processing of employee change forms.
- Responsible for the reconciliation of the gratuity and lesson payouts.
- Uploads the payroll journal entry into the club accounting system.

### **Financial Statements and Reports**

- Reconciliation and Submittal of Sales Tax Payable.
- Bank Reconciliation for Both Funds.
- Balance Sheet Account Reconciliation.
- Assists with the month-end close by performing assigned journal entries.
- Assists with the inventory process of three outlets: Food & Beverage, Store, and Fuel.
- Assists in maintaining monthly reports for the Finance Committee and General Manager as needed.
- Assists with Year End Financial Audit process.
- Assists with Capital Projects and maintaining capital budgets.

Performs other duties as may be assigned by the Controller at its discretion from time to time. All accounting positions will overlap in duties, and emphasis on job duties may fluctuate depending on accounting department needs.

### **Knowledge, Skills, & Abilities**

- Experience with general accounting, A/P, A/R and General Ledger.
- Ability to work under tight time constraints during the month-end close process, handle sensitive data, and multi-task to meet deadlines.
- Highly organized and detail-oriented and able to prioritize and manage time efficiently.

### **Credentials and Experience**

- A bachelor's degree with a concentration in business or administration and an accounting major or minor is preferred
- Preferred experience in the Club industry
- Preferred knowledge of Jonas Club Management software
- Preferred Yellow Dog (AP processing platform) knowledge and Paylocity software.
- Proficient in MS Excel, MS Word, and MS Outlook.

### **Benefits**

- Competitive salary commensurate with experience and skill
- Healthcare benefits to include medical, dental, vision, and company provided Life, AD&D and Short-Term Disability
- 401k Retirement Plan with company safe harbor match
- Paid Time Off
- Holiday Bonus Program
- Educational Opportunities
- Commuter Plan Reimbursement

Professionals who meet or exceed the above qualifications may submit resume by March 31, 2024 to Eric Cuevas at [eric@kbyc.org](mailto:eric@kbyc.org).