

STAFF ACCOUNTANT

JOB SUMMARY

• Responsible for processing account receivables, cash receipts, and corresponding reports. Maintain members' charge files, statements, and confidentiality. This position reports to the Controller.

STATUS

Non-exempt – 40 hours a week Hours 8:00 am to 4:30 pm (1/2 hour lunch)
Monday – Friday.

DUTIES

Accounts Payable:

- • Code invoices for G/L Postings. If already coded, ensure proper coding.
- • Prepare invoices for payment with proper authorization
- • Reconcile company credit cards and secure receipts for charges. Check to ensure proper G/L coding.
- • Print, secure signatures from check-signers, and mail accounts payable checks.
- • Handle phone calls regarding all A/P matters.
- • Prepare 1099 for sale of equities at year-end and any 1099 vendors.
- • Secure and maintain the certificate of insurance documents to ensure certificates are not expired and request those that have expired.
- • Secure sales tax exemption certificates for vendors claiming exemption

Accounts Receivable:

- • Process daily charges from the Pro Shops and Restaurant on a daily basis, produce reports and reconcile totals. Balance credit card purchases to daily sales.
- • Enter membership payments on a daily basis, prepare bank deposits, reconcile to bank form and cash receipts log. Forward prepared cash deposits to Controller daily.

- Enter manual member charges and/or adjustments (i.e., private parties/ functions, MGA & WGA lunches, Golf Association dues)
- Handle telephone inquiries regarding billing.
- Run month-end reports and prepares member statements for mailing &/or email.
- Manually enter member charges for reciprocal clubs. Prepare internal reports on reciprocal use monthly (May-Nov.). Issue check to associations once balance due is verified.
- Maintain receiving billing charge file in Operating System
- Daily billing for functions and tip allocation (i.e., private parties, functions, MGA & WGA lunches, etc.). In conjunction with the banquet coordinator.
- Bill annual billings i.e., trail, cart reg., cart storage, cart rental, locker rental, bag storage, handicap fee, driving range. Maintain spreadsheets.
- Provide relief coverage of receptionist duties when the receptionist is away from desk or at lunch and during other times if needed.
- Other duties as assigned by the Controller or General Manager.

PREFERRED REQUIREMENTS:

- Health and mobility sufficient to perform duties.
 - High school graduate.
 - General understanding of Accounting with high attention to details and accuracy.
 - Mathematical skills.
 - Proficient in Microsoft Excel, Word and Outlook Required
 - 5 years of experience in all areas of A/R and A/P.
 - 5 years of experience in all areas of general bookkeeping with solid knowledge of debit and credits.
 - 3 years of experience in a country club setting preferred
- 2-3 years of experience with the **Jonas software** in all modules preferred
- Experience in POS and other specialized software applications.

BENEFITS:

- Health Insurance
- Dental, Vision, Life Insurance available
- 401(k) with a match
- Sick and Vacation

We are an equal opportunity employer. We do not discriminate based on age, ethnicity, gender, nationality, religious belief, or sexual orientation.

Job Type: Full-time

Pay: \$26.50 - \$28.50 per hour

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Please email: Vickie Bennett – Controller Vbennett@palmaire.net