

Accounts Receivable Specialist

The Oaks Club is hiring an experienced accounting assistant to oversee the accounts receivable function for all club operations.

QUALIFICATIONS & EXPECTATIONS:

- Must be able to work in a team environment and capable of communicating well with members and staff.
- Exhibits professionalism and expressed interest in improvement through enhanced developmental skills, exhibit self-initiative and leadership, and expressed directly through own self-actions.
- Maintain a pleasant and outgoing personality.
- Displays the club's image with members and employees, by enforcing ethical business practices.

EDUCATION / EXPERIENCE

- An AA or BA in Accounting, Finance, or Business Administration or a demonstrated equivalent of education and experience is required.
- Minimum of two (2) years of experience in an accounting office; OR three or four years of accounting experience with a thorough understanding of nonprofit accounting, bookkeeping, and financial management.
- Experience at an upscale Club, Hotel/Resort or other Hospitality business, with a thorough understanding of operations and superior Member/Guest Services.

QUALIFICATIONS

- Proficient with accounting software (Jonas a plus, but not required), Microsoft Office Suite and other related software.
- Excellent verbal and written communication skills. Must be able to read, write, and speak English.
- Thorough understanding of accounts receivable functions.
- Outstanding organizational and time-management skills.
- Meticulous attention to detail.
- Excellent analytical and critical thinking skills.

ESSENTIAL JOB TASKS/DUTIES

- Maintains members' records and accounts.
- Collects all member charges.
- Posts charges to accounts from all club revenue centers.
- Prepares and mails member charges, statements, and processes monthly billings.
- Receives and reconciles payments on accounts.
- Audits and Updates daily revenues.
- Prepares deposits and processes members' payments on their accounts.
- Advises Controller about delinquent member accounts, sends, and posts delinquency notices.
- Responds to member billing inquiries.
- Coordinates the resolution of member disputes with the appropriate department head and the member.
- Processes member transfers and informs appropriate personnel of changes and additions.

- Prepares and posts suspended member lists.
- Audits point-of-sale charges and credit card sales.
- Audits banquet revenues with Banquet Event Orders.
- Audits other events and tournament revenues.
- Prepares tip reports for accounts payable/payroll processing.
- Reviews and files certificates of insurance.
- Performs miscellaneous office responsibilities.

- **PHYSICAL DEMANDS**

- Must be able to reach, bend, stoop, stand and lift up to 30 pounds.
- Must be able to sit for prolonged periods of time.
- Moderate noise level in the work environment.

Please send resume and cover letter to Lallain@theoaksclub.com.