



Reports to: Director of Finance

SUMMARY:

Responsible for the accounts receivable function at the Club in accordance with generally accepted accounting principles.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes but is not limited to the following:

- Reconcile and post daily sales transactions to the general ledger.
- Prepare daily gratuity reports for bi-weekly payroll.
- Alert managers of any billing errors.
- Resolve Member account inquiries in a prompt and courteous manner.
- Post Member payments to appropriate accounts.
- Audit point of sale transactions.
- Process monthly automatic billing payments through the Bank.
- Reconcile and process Reciprocal transactions.
- Write off all house accounts at month end.
- Produce and mail/email month end Member account statements by the 5th of each month.
- Reconcile accounts receivable aging and membership change activity to the general ledger monthly.
- Administer the billing and collection of membership dues.
- Analyze delinquent member accounts monthly and initiate collection actions via telephone for accounts outstanding for more than 60 days.
- Perform miscellaneous office responsibilities as requested by the Director of Finance.
- Assist in the preparation of other accounting reports as directed by the Director of Finance.
- Further his/her continued development by participating in appropriate seminars and conferences as approved by the Director of Finance.
- Performs other related duties as assigned.

JOB KNOWLEDGE, CORE COMPETENCIES AND EXPECTATIONS:

- Excellent verbal and written communication skills.
- Proficient in accounting software, Microsoft Office Suite or related software and various Internet browsers.
- Thorough understanding of accounts payable functions.
- Excellent analytical and problem-solving skills.
- Excellent organizational and time-management skills.
- Excellent attention to detail skills.
- Must be able to work in a team environment.
- Exhibits professionalism and expressed interest in improvement through enhanced developmental skills, exhibit leadership, and expressed directly through own self-actions.
- Maintain a pleasant and outgoing personality and must not possess any extreme personal appearance characteristics as judged by a conservative membership base.

POSITION DESCRIPTION:
ACCOUNTS RECEIVABLE CLERK



ISSUE DATE: 2-17-2023

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- Build company image with Members, employees, and vendors by enforcing ethical business practices.
 - Serves as a role model and sets a positive example for the entire staff in all aspects of business and personnel management.
 - Must be in compliance with and actively support a drug-free workplace.

SUPERVISORY RESPONSIBILITIES: None

EDUCATION and/or EXPERIENCE

- A Bachelor's degree 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 required

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. In addition, the following qualifications are required:

- Must be able to read, write and speak English.
- Must have knowledge of legal issues as it relates to wage and hour law, Health Department Regulations and OSHA.
- Must possess a valid Florida driver's license.
- Must be capable of communicating well with Members and Staff.
- Must be in compliance with and actively support a drug free workplace.
- Must have a neat, clean and well-kept appearance.
- Must be able to pick up and carry up to 25 pounds as needed.
- Must be able to sit for prolonged periods of time.
- Moderate noise level in the work environment.
- Use up close vision



AAP/EEO STATEMENT

Quail Creek Country Club, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Quail Creek Country Club, Inc. complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Quail Creek Country Club, Inc. expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Quail Creek Country Club, Inc.'s employees to perform their job duties may result in discipline up to and including discharge.

Reports to:	<u>Director of Finance</u>	Department:	<u>Accounting</u>
Wage & Hour Status:	<u>Salary Exempt</u>	Status:	<u>Regular Full Time</u>

SALARY AND BENEFITS

Salary is commensurate with qualifications and experience. The club offers an excellent benefit package.

INSTRUCTIONS ON HOW TO APPLY

Please prepare a thoughtful letter of interest and alignment, clearly articulating your fit with the aforementioned profile. Your letter, along with a current resume, should be emailed to:

Patricia Giraldo
Director of Human Resources
pgiraldo@quailcreekcc.com
13300 Valewood Drive, Naples FL 34119