



APPLY AT jobs@bayhill.com

Position: Accountant

Reports to: CFO

FLSA designation: Exempt

Supports the accounting department in the day-to-day operations of one or more accounting functions, including general ledger maintenance, account reconciliations, accounts payable, accounts receivable, as well as associated analysis and reporting. This position requires a high degree of independent discretion as to the planning, organization, execution of, and prioritization of projects and the completion of those projects on a timely basis.

PRIMARY RESPONSIBILITIES (INCLUDING BUT NOT LIMITED TO)

- Meets accounting operational standards by contributing financial information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying system improvements.
- Prepare and complete balance sheet reconciliations on assigned accounts timely and efficiently.
- Reconcile assigned bank accounts ensuring the general ledger activity ties to the bank.
- Analyzes data produced by the accounts payable, accounts receivable / member billing and night audit staff.
- Responsible for recognizing errors in posted transactions and correcting.
- Responsible for the completion of the cash over & short processing and reports.
- Assists in Accounts Payable processing and member billing in account reconciliations.
- Assist with member inquiries and resolve issues for the members in a timely manner.
- Responsible for researching credit card disputes, errors, and corrections.
- Prepares the daily bank deposits of the outlet cash drops.
- Maintains records to be able to retrieve and respond to all accounting inquiries.
- Assists the Controller and Chief Financial Officer (CFO) in month-end closings including but not limited to journal entries.
- Work with team members within the Accounting and across departments to recognize opportunities for improvement by reviewing current processes.
- Perform general cashier duties such as maintaining petty cash/change bank.
- Process miscellaneous cash deposits and perform monthly cashier bank audits.
- Protects organization's value by keeping information confidential.
- Responsible to become cross-trained and back up for all accounting positions for the Arnold Palmer Group of companies.
- Other duties as assigned by the Controller or CFO.

QUALIFICATIONS AND CHARACTERISTICS REQUIRED

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job with or without reasonable accommodations.

- Four-year college degree in business administration, finance, hospitality management, or accounting is required. A general knowledge of accounting principles and controls is required.
- Minimum of 2-5 years practical and hands on experience in a country club, hotel, or resort is desired.
- Knowledge of computerized accounting systems and processing, Microsoft Office software and general office procedures is required. Experience with Jonas platforms such as Clubsystems Group, Encore or Chorum is desired.
- Ability to become a trainer of the staff from the point of sale to department manager level and complete training at her/his discretion.
- Ability to communicate with all levels of staff, vendors, and members.
- Provide excellent member/guest services.
- Strong organization skills, attention to detail and proper record keeping methods.
- Ability to handle multiple projects and provide various reports on a timely basis.
- This position will have the opportunity to become a Notary.

PHYSICAL/MENTAL REQUIREMENTS

- Must be able to lift/push/pull up to 30 lbs.
- Must be able to endure long periods of standing, sitting, and walking.
- Mental demands include learning, thinking, concentration and the ability to work under pressure, particularly during busy times or for special events.
- Licensed driver