



Come join a fast growing resort in Bend, OR. This is an exciting opportunity for an experienced accounting professional who is a dedicated team player.

This position has primary responsibility for the accounting, financial and risk management operations of the company, to include development and production of financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reports results with generally accepted accounting principles. The position requires a good understanding of fundamental accounting concepts and Generally Accepted Accounting Principles, the ability to multi-task, to be self-directed and to be highly organized. The individual must possess a high degree of flexibility and be able to work with multiple deadlines. Strong communication skills and a professional demeanor are required in order to smoothly interface between functional areas, corporate and with vendors. Must thrive within a fast paced environment and have a desire for continuous learning and process improvement.

**Principal Accountabilities:**

Management

- Create, coordinate, and evaluate the financial programs and supporting information systems of the company.
- Maintain a documented system of accounting policies and procedures.

Operations

- Participate in key decisions as a member of the management team.
- Maintain in-depth relations with all members of the management team.
- Manage any third parties to which functions have been outsourced.
- Implement operational best practices.

Transactions

- Maintain the chart of accounts.
- Maintain a system of controls over accounting transactions.

Funding

- Monitor cash balances and cash forecasts.
- Maintain banking relationships.

Reporting

- Oversee the approval and processing of revenue, expenditure, and position control documents, department budgets, ledger and account maintenance.
- Manage the preparation of financial statements, financial reports, special analyses, annual budget and forecasts.
- Calculate variances from the budget and report significant issues to management.
- Provide for a system of management cost reports.
- Provide financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations.

Compliance and Risk Management

- Understand and mitigate key elements of the company's risk profile.
- Maintain appropriate insurance coverage.
- Ensure that the company complies with all legal and regulatory requirements.
- Ensure that record keeping meets the requirements of auditors and government agencies.

**Competencies:**

- Bachelor's degree in business with emphasis in accounting/finance or equivalent combination of experience and/or education Possess strong financial management skills, high level of technical capacity, and ethical behavior.
- Strong interpersonal skills, ability to communicate and manage well at all levels of the organization.
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.
- High level of integrity and dependability with a strong sense of urgency and results-orientation.

**Experience/Education:**

- Bachelor's degree in accounting, finance or business administration, or equivalent business experience and 5-7 years of progressively responsible experience. Preference will be given to candidates with the Certified Public Accountant or Certified Management Accountant designations.

Nestled in the heart of Bend, Tetherow is a dynamic luxury resort featuring an exceptional golf club, lodging, events, real estate, fine dining and a pub. We offer competitive pay, excellent employee golf privileges, food and merchandise discounts, as well as a great working environment with significant career growth potential. Benefits for this position also include Paid Time Off, Medical/Dental/Vision/Life insurance, and a 401(k) Savings Plan with employer matching.

Qualified candidates are encouraged to submit their Cover Letter and Resume via email. Please indicate "Assistant Controller" in the subject line of your email.