



This position has primary responsibility for assisting the Finance & Accounting Department. 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.

- Assist in effective month end close process including process improvements, verification of journal entries and account reconciliations.
- Prepare month end journal entries and balance sheet account reconciliations.
- Maintain fixed asset process, system, and records.
- Assist in developing policies and procedures and related documentation to ensure all general ledger activity is maintained in accordance with GAAP.
- Assist with financial reporting process including verification of amounts reported, variance analysis, and reporting tie- outs.
- Support three annual independent review processes, prepare reconciliations, answering auditor inquiries and ensure their timely completion.
- Coordinate financial reporting control documentation, and monitor in support of the company's business control efforts.

The successful candidate will possess the following:

- Minimum of three years' experience in an Accounts Payable/Receivable role with general understanding of computerized billing software and general accounting functions.
- Experience in managing deposits and cash handling and balancing.
- Ability to effectively use Microsoft Excel for creation, generation, and analysis of reports, an intermediate level understanding is preferred.
- Strong computer skills and literacy; Microsoft Office, databases, etc.
- Working knowledge of Intacct accounting software or Resort Suite preferred.
- Valid driver's license with satisfactory driving record.
- Strong judgment, decision making, critical thinking skills and initiative to follow through.
- Demonstrates strong attention to detail, as well as process improvement initiatives and organizational details.
- Must be highly motivated and able to perform under pressure in a fast-paced environment.
- Proven ability to manage multiple projects/activities in a dynamic environment.
- Excellent interpersonal skills and ability to work within a team environment.
- An understanding of database concepts and reporting.
- Strong foundation of internal controls preferred.
- Ability to create, read and analyze reports, processes and documents.
- Communicate both orally and in writing at a level commensurate with successful job performance.
- Strong work ethic and initiative is a must.
- Unquestionable ethics a must.

We offer medical/dental/retirement/PTO, as well as additional employee discounts.

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