

MERIDIAN VALLEY COUNTRY CLUB



Position:

Accounting Manager

About Us:

Meridian Valley Country Club is a prestigious private club located in a gated community in Kent, WA. Our club offers an exceptional array of amenities including an 18-hole golf course, pickleball courts, fitness center and indoor / outdoor dining. We are currently seeking an experienced and detail-oriented Accounting Manager to join our team and contribute to the success of our club.

Education and/or Experience:

Associate degree in accounting or business administration.

Minimum of 3 years accounting or bookkeeping experience, including accounts payable, accounts receivable, payroll, general ledger, and financial reports.

Job Summary:

The Accounting Manager is responsible for creating financial transactions, generating financial reports, and ensuring the accuracy of accounts through reconciliation. This role involves managing accounts receivable, accounts payable, payroll administration, daily cash handling procedures, inventory, and month-end financial reviews.

Job Tasks/Duties

- Maintains journals, checks registers, bank reconciliations, accounts receivable, accounts payable, inventories, general journal, payroll and personnel files, excise tax reports, depreciation accounts, and financial statements.
- Produces computer reports including accounts receivable, accounts payable, general ledger and monthly financial statements.
- Conduct periodic reconciliations of all accounts.
- Collects all cash and receipts from all daily operations.
- Prepares and makes bank deposits.
- Reconciles all bank statements.
- Manages the petty cash fund.
- Maintains an orderly accounting and filing system.
- Maintains the chart of accounts.
- Audits and pays all club bills and invoices after approval for payment.

- Maintains employees' time and attendance, absentee and leave records.
- Acts as Club's Payroll Administrator.
- Prepares bi-weekly commission's / service charges to be distributed to eligible employees.
- Executes bi-weekly payroll.
- Administers the billing and collection of membership dues.
- Prepares inventory worksheet and crosschecks prices paid with bid quotations and invoice prices.
- Prepares quarterly and annual tax reports and excise tax reports.
- Provides membership and financial management information for the General Manager, Board of Directors and committee chairpersons.
- Assists GM on all matters related to computer applications, annual and special audits, insurance and employment records.
- Answers members' questions regarding billing.
- Maintains accurate records of vendor invoices.
- Assists in preparation of other accounting reports and helps Controller as necessary.
- Generates point-of-sale (POS) reports from revenue centers.
- Assists with membership vote tallies.
- Attends departmental and club training meetings.
- Completes other appropriate assignments made by the GM.

Work requirements:

Must be able to reach, bend, stoop, stand, and lift to 40 pounds.

Must be able to sit for prolonged periods of time.

Work schedule may vary depending on business needs.

Typical work week, Monday – Friday.

Moderate noise level in the work environment.

Salary and Benefits:

\$80,000 to \$90,000 Annually

Paid time off and sick pay per employee handbook

Health Insurance per employee handbook

401k per employee handbook

Education and Certification Allowance

Employee discount in Pro Shop

Cell Phone Allowance

Use of golf course per employee handbook and course availability

Participation in Employee Holiday Fund

If you have the required qualifications and are looking to join a dynamic team in a beautiful setting, please submit your resume and cover letter to TC Bailey,

tc@meridianvalleycc.com.

We look forward to welcoming the newest member to our Meridian Valley Country Club family!

**Meridian Valley Country Club
24830 136th Ave SE
Kent, WA**