



Broadmoor Golf Club

Accounting Assistant

Related Titles: Accounts Receivable Clerk; Accounts Payable Clerk

Reports to: Controller

Supervises: No supervisory duties are included in this position

Education and/or Experience

- Bachelor's degree in Business Administration, Hospitality or Resort Management, Communications, Public Relations or related major and three (3) years of work experience in the hospitality industry preferred.
- Five years of relevant work experience.
- Northstar or other golf club accounting system experience preferred.

Job Knowledge, Core Competencies and Expectations

- Ability to establish and maintain effective relationships with supervisory/administrative staff, employees, guests and the general public.
- Direct and oversee the activities of the Membership Department and control its budget.
- Knowledge of and ability to perform required role in emergency situations.
- Possesses knowledge of club's organizational structure, workflow, the club's processes and operating procedures.

Job Summary (Essential Functions)

Maintain accurate records of all transactions. Collect charges; prepare and mail receivables; Maintain exact records of accounts payable; reconcile accounts payable with invoices, purchase orders and expense reports; write and/or issue payments on accounts.

Responsibilities

- Maintains journals, check registers, and accounts receivable, accounts payable
- Produces computer reports including accounts receivable, accounts payable.
- Prepares and makes bank deposits
- Audits and pays all club bills and invoices after approval for payment
- Administers the billing and collection of membership dues
- Assists controller 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
- When receptionist is out of the office, accounting assistant is responsible for covering the telephones.

Receivables

- Collects all member charges
- Posts charges to accounts
- Prepares and mails member charges/statements
- Maintains membership records
- Audits point of sale charges
- Responds to member billing inquiries
- Determines and sends delinquent notices
- Performs miscellaneous office responsibilities
- Maintains the following records:
 - a. Member accounts
 - b. Accounts receivable trial balance



Broadmoor Golf Club

- c. Daily, weekly and monthly receivable deposits
- Finalize & Close out all party billings from catering to Accounts Receivable.

Payables Responsibilities

- Collects and files invoices
- Audits vendor invoices
- Posts invoices to proper accounts
- Makes and records cash deposits
- Prepares and maintains weekly purchasing reports by departments
- Prepare and mail 1099 miscellaneous forms for vendors annually
- Reconcile and prepare Golf Pro's monthly settlement
- Issues and tracks purchase orders for operating departments
- Compiles and maintains credit applications for vendors
- Processes all bills for final payment
- Manages all credit memos to assure that no incorrect charges are paid

BHA (Broadmoor Homeowners Association)

- Input daily payments
- Answer questions on statements

Physical Demands and Work Environment

- Must be able to reach, bend, stoop, stand and lift up to 40 pounds.
- Must be able to sit for prolonged periods of time.
- Moderate noise level in the work environment.

Compensation - Compensation range of \$28.00 - \$33.00 per hour (DOE), Annual holiday bonus, 401k, Health Benefits.

Resumes can be sent to Matt Morgan, Chief of Club Operations at mmorgan@broadmoorgolfclub.com