

Accounting Professional
Canandaigua Country Club
Canandaigua, NY 14424

Canandaigua Country Club is a private golf and social club that sits on the north end of Canandaigua Lake.

Benefits:

\$50,000-\$55,000 Annually
Participation in Simple IRA
Paid Vacation
Restaurant discounts
Social Membership at club.
Flexible schedule

Accounting professional will need to mainly be on site from April through November and may work from a home office during the winter months and when possible, during the season. Approximately 40 hours per week in season, 20 hours per week off season.

The Accounting Professional will be responsible for handling all aspects of the Country Club's financial record keeping including preparation, processing, classification, checking, reconciliation, payroll, and maintenance of financial documents. Also responsible for assisting in budget preparation and forecasting. This position does require some Human Resource responsibilities.

Responsibilities:

- All billing and monitoring of Accounts Receivable balances, preparation and processing of all Accounts Payable and reconciliation of all bank accounts
- Bi-weekly payroll reporting
- Prepare and review all accounting, budgeting, statistical reporting and record-keeping activities throughout the club on a monthly basis
- Define and present to General Manager the accounting information and variations from budget
- Develop and analyze reporting and budgets
- Works with independent public accountants providing all information necessary for the preparation of reviewed financial statements in a timely manner
- Create new processes to improve financial efficiency
- Maintains all personnel records

Qualifications:

- At least two years proven accounting experience

- Fundamental knowledge of GAAP
- Must be computer proficient with experience in QuickBooks as well as Microsoft software (e.g. Word, Excel)
- Knowledge of point-of-sale systems
- Detail and deadline oriented
- Ability to work independently
- Strong analytical and problem-solving skills

Please send resume to James Fields, General Manager at jfieldscgccmanager@gmail.com