



***Exciting opportunity to join historic Winged Foot Golf Club, host to the 2020 US Open Championship.***

**Organization:** Winged Foot Golf Club

**Title:** Accounting Office Administrator

**Reports to:** CFO

**Supervises:** No supervisory duties are included in this position.

### **Education and/or Experience**

- Bachelor's Degree preferred, Business or related major.
- Coursework in Accounting, or equivalent experience.
- A minimum of two years office experience.
- Resort, club or hospitality industry setting preferred.

### **Job Knowledge, Core Competencies and Expectations**

- Office/Basic accounting experience.
- Previous Club experience, Jonas software knowledge a plus.
- Exceptional organizational skills.
- Must be able to communicate & interact professionally with members and employees.
- High attention to detail and willingness to pitch in.
- Professional phone manner. Must have strong verbal communication skills.
- Professional appearance.
- Ability to communicate effectively.
- Must be able to efficiently handle multiple tasks concurrently while meeting deadlines, prioritizing tasks and providing excellent member service.
- Working knowledge of all programs within Microsoft Office.

### **Job Task and Responsibilities include but are not limited to:**

- Collect and post charges to member account for all club revenue centers.
- Audit and post all point-of-sales transactions to members' accounts.
- Prepare and mail/e-mail member statements on a monthly basis.
- Receive, post and reconcile payments on account.
- Respond to member billing inquiries. Post necessary adjustments after proper approval.
- Maintain member statements; Accounts Receivable trial balance; monthly cash receipts; and monthly sales reports.
- Prepare monthly delinquent list for the Controller to present to the Finance Committee.
- Process inter-club billing.
- Maintain Membership Roster.
- Set up and maintain member profiles and accounts.
- Provide support in the Human Resources and Payroll functions.
- Complete all other duties as assigned by the CFO.

### **Physical Demands and Work Environment**

- Must be able to reach, bend, stoop, stand and lift up to 30 pounds.
- Must be able to sit for prolonged periods of time.
- Moderate noise level in the work environment.

Full-time position, Monday - Friday 8:30 am - 5:00 pm.

Benefits include 401K plan, health insurance, Vacation and Sick time.

For consideration, please send resume to [jobs@wfgc.org](mailto:jobs@wfgc.org).