

DANA POINT YACHT CLUB

ACCOUNTING MANAGER

JOB DESCRIPTION

Job Purpose

The Accounting Manager has overall responsibility for the accuracy, completeness and timeliness of all financial reporting for the Club. He or she is responsible for Member billing and accounts receivable, accounts payable, payroll, month end journal entries, reconciliation of bank accounts and all balance sheet accounts and production of an income statement, balance sheet and statement of cash flows on a monthly basis.

Direct Report General Manager

Salary Range Commensurate with Experience

Core Competencies and Expectation

Honest, ethical, and demonstrates a high degree of integrity with his/or her work. Possesses a positive track record of running operational efficiencies within a team environment while working with various committees.

Job Tasks/Duties

Accounts Receivable/Payable/Cash Flow

Perform the day to day processing of accounting transactions to ensure that Club finances are maintained in an effective, up to date and accurate manner

- Receive and verify invoices and requisitions for goods and services
- Verify that transactions comply with financial policies and procedures
- Prepare batches of invoices for data entry
- Data enter invoices for payment
- Manage the weekly check run
- Prepare vendor checks for mailing
- Prepare manual checks as and when required
- Maintain updated vendor files and file numbers
- Prepare and reconcile member statements and oversee accounts receivable aging and collection activities
- Work directly with Members as required resolving billing disputes and other queries
- Maintain and balance all bank accounts on a daily basis, reconciling to monthly bank statements and preparing cash flow forecasts as required by the General Manager

Payroll & Retirement Plan

- Complete payroll functions in order to ensure staff are paid in an accurate and timely manner
- Review new employee paperwork with benefits added in proper timeframe and background checks when necessary.
- Establish and maintain confidential casual employee files, calculate salaries and benefits and verify accuracy of payroll processing
- Reconcile gratuity and payroll accounts and process journal entries as required

- Reviews, processes administer or directs employee benefits including health, retirement plans and workers compensation.
- Reviews 1099 eligibility vs. payroll

General Ledger/Financial Statements

- Prepare and distribute monthly financial reports
- Maintain the general ledger and process monthly journal entries to ensure all accounts are reconciled
- Prepare other financial reports, ratios or statistics as requested by the General Manager
- Provide assistance and support to the chef, head bartender and ships' store manager to calculate monthly inventory and process journal entries to calculate cost of goods sold
- Maintain a filing system for all financial documents
- Ensure the confidentiality and security of all financial and employee files

Taxes & Insurance

- Compute and process monthly and quarterly sales/use tax deposits and returns
- Review/File annual property tax return, amortizing real estate & prop taxes
- Ensure policies are renewed in a timely manner, coordinating policy quotes communication with general manager

Budgeting

- Prepares budget and financial forecasts in coordinate with the various committees, departments and General Manager; analyzes financial information, monitors budgeted versus actual expenditures and advises management about variances and their potential cause; recommends corrective action to help assure that budget goals are met.
- Preparing support schedules where necessary
- Perform other related duties as required by the General Manager.

Qualifications

- Bachelor's degree in Accounting from an accredited college or university
- Minimum 2 years' accounting experience, including familiarity with all aspects of daily accounting functions and financial statement preparation
- Jonas Software Experience is strongly desired
- Personable, flexible personality capable of handling a varying workload
- Proven ability to work well with a variety of people in a service environment
- Positive attitude, good work ethic and proven accounting capability is required

To apply, please email a resume and cover letter to gm@dpyc.org.