



Senior Accountant

Duties & Responsibilities

Accounting/Finance

- Responsible for a significant portion of month end close and financial statements
- Review and analyze department P&L results with respective department managers
- Provide weekly in-season revenue updates and projections to senior management
- Responsible for all aspects of bi-weekly payroll
- Provide managers bi-weekly wage reports compared to department budgets
- Play a key role in the annual budget process
- Document annual support related to fixed assets and electronically save by asset number
- Complete annual personal property support, documentation and filing
- Annually update department P&Ls and reporting files
- Accomplish weekly and monthly cash on hand journal entries and overall tracking
- Accurately complete inventory adjustment journal entries including use tax
- Maintain all payroll and personal employee requests
- Accomplish daily drops along with executing daily deposit tickets
- Reconcile credit cards and process funds from the credit card gateway to Erin Hills bank
- Complete additional financial/accounting projects and analysis as assigned

Benefits/Insurances

- Responsible for operational aspects of the Erin Hills Retirement Plan
- Execute the annual Retirement Plan compliance testing including Form 5500-SF
- Oversee operational aspects of health insurance and other employee benefits
- Manage the professional business relationship with Diversified Benefit Services (DBS)
- Prepare annual insurance renewals and proposals for review
- Timely accomplish and complete all annual ACA compliance including 1095-C

Other

- Accurately finish all staff employment verifications
- Help evaluate 3rd party providers Erin Hills utilizes
- Develop expertise within the Jonas system to assist in maximizing efficiencies
- Update detailed modifications to the Erin Hills employee handbooks
- Responsibility to run the night audit and serve as a daily opening and closing manager

Qualifications

- Bachelor's degree in Accounting, Finance or Business Administration
- 4+ years Accounting and/or Finance experience
- CPA preferred
- Strong understanding of Generally Accepted Accounting Principles
- Advanced in Microsoft Excel
- Previous golf management system software experience a plus
- Ability to work productively at a desk/computer for 8+ hours a day
- Maintain strict confidentiality
- Strong attention to detail
- Team member building others up

Benefits

- Performance bonuses
- 100% Health Insurance premium coverage (75% coverage for dependents)
 - HRA
 - HSA Employer contributions if HDHP chosen
 - FSA options offered
- 100% Dental Insurance premium coverage (75% coverage for dependents)
- 100% Vision Insurance premium coverage for self and all dependents
- 100% Short-term Disability Insurance premium coverage
- Retirement match
- Paid flexible time off (FTO)
- \$650 clothing allowance
- Free manager meals
- Ongoing training for professional development
- Flexible work schedule and remote work options
- Golf privileges throughout the season

Interested candidates please forward resume to Alex Allister, Accounting Director
Alexa@erinhills.com (920) 988-5153