



JOB POSTING

Position Title: Accounting Assistant
Reports To: Property Controller
Start Date: Immediate
Classification: Hourly, Non-Exempt, Part-time, Non-Seasonal,
Send Resume and Cover letter to: Jonathan Ezzi, Property Controller, jezzi@theglenclub.com

Property Description:

Located in the north side Chicago suburb of Glenview, The Glen Club is a world-class daily fee golf club with corporate memberships. The facility includes a Tom Fazio-designed golf course and a 50,000 square ft clubhouse that houses a golf shop, locker rooms, a full-service restaurant, spacious banquet facilities, 21 overnight guest accommodations, the Illinois Golf Hall of Fame, and is the home of the Illinois Section of the PGA.

Position Summary:

Assists Property Controller with coordination and implementation of accounting related activities and records. This position will be responsible for the accurate and timely processing of all vendor A/P, daily point of sale closeouts, bank deposits and HR filing. Assists Controller with record keeping for accounting and financial files.

Essential Duties and Responsibilities:

- Input A/P invoices
- Month end vendor reconciliations
- Weekly and 'as needed' A/P check runs
- Maintaining vendor files / filing paid invoices
- Reconcile daily cash receipts from POS system
- Monday and Thursday bank deposits (mileage reimbursement)
- Assist with inputting event payments
- Assist with inputting member payments, invoice questions and member account adjustments
- Assure the efficient and timely submission of all required operational, financial, budgetary, and related reports.
- Keep up to date with industry best practices through continuous attention to industry periodicals and participation in relevant trade associations and organizations.
- Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- Assisting with audits, fact checks, and resolving discrepancies.
- Assist the Property Controller with other tasks as assigned

Qualifications:

- High school required. College degree preferred (Accounting or Finance)
- Previous accounting/bookkeeping experience preferred.
- Basic Excel and Word expertise, Excel experience preferred.
- Strong analytical sense and attention to detail
- Ability to multitask in an organized manner in a fast-paced environment with ambitious attitude and forward thinking.
- Demonstrated experience and capability in the areas of budget development, fiscal management, strategic planning, staff management.
- Demonstrated quality written, verbal, and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision.
- Positive attitude, professional manner, and appearance in all situations.

Classification:

Part-time (20-25 hours per week), Non-Seasonal, Hourly, Non-Exempt

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