



CONANICUT YACHT CLUB

POSITION DESCRIPTION

POSITION TITLE

Bookkeeper, full time

REPORTS TO

General Manager

LOCATION

Primarily on site at the Conanicut Yacht Club, Jamestown, RI. Business hours 9AM to 5PM, M-F. Occasional remote work is a possibility.

GENERAL RESPONSIBILITIES

Manage financial processes including, financial planning, transactions, and reporting for all Club activities. Provide financial, clerical and administrative services to General Manager, Club Officers and Committee Chairs. Provide customer service related duties to membership.

RESPONSIBILITY DETAILS

Ensure accurate and timely preparation of all Club financial data. Oversee end of month processes in accordance with Club procedures. Work with the General Manager and Treasurer on financial reports for the Board of Trustees, key staff and Committees. Assist in financial planning of all Club departments and activity areas.

Monitor and verify accurate accounting of revenues, expenses, and payments. Prepare and monitor payroll system so employees are paid appropriately and on time. Process new and returning employees to ensure complete and accurate information according to legal requirements. Maintain employee confidentiality.

Manage office financial services by organizing office operations and procedures. Maintain electronic and paper filing systems, process correspondence and assign and monitor clerical functions. Oversee procedures for retention, protection, retrieval, transfer, and disposal of records. Contact and assist vendors with various questions regarding payments, invoicing, etc.

Maintain and improve office efficiency by planning and implementing office systems, layouts, and equipment to support financial activities. Design and implement office policies by establishing and documenting standards and procedures, measuring results against standards and making necessary adjustments. Create and maintain training and continuity manuals.

Other duties as required.

REQUIREMENTS AND QUALIFICATIONS

Must understand accounting principles and have a minimum 3 years' bookkeeping experience. Must have extensive proficiency with accounts receivable, accounts payable, bank reconciliations, journal entries. We also desire a candidate proficient in monthly, quarterly, and annual reports. Proficient in Microsoft Office Suite, including Word, and Excel. Exceptional interpersonal and communication skills, necessary for dealing with tenants, colleagues, and owners. Must be well-organized with a high attention to detail and accuracy, flexible, creative, out of the box problem solving. Excellent phone skills and customer service, handle member requests. Trustworthy with an outstanding reputation of integrity and confidentiality.