**Accountant II**

ABOUT OKI GOLF:

At Oki Golf, Our business is hospitality! We are committed to a culture that encourages growth and development, recognizes team member's hard work and commitment to service, and rewards team members for process improvement ideas and going above and beyond. If you truly have a passion to serve others and are committed to working hard, this is the place for you.

POSITION SUMMARY:

As the Accountant II at Oki Golf Management, LLC your role is to complete accurate and timely financial statements for all Oki Golf properties. You will create and import month end journal entries, reconcile GL accounts/reports and review month end inventory schedules. You will perform a variety of tasks in multiple areas including general ledger, revenue, expenses, inventory, and accounts payable functions. You will collaborate and coordinate with team members and others to be highly productive and meet deadlines.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

* Own responsibility for accounts receivable, including reviewing new members set up by property, reviewing monthly billing and entering adjustments
* Set up tournaments/events in the system, processing credit card payments, applying deposits, assisting with final billings, and calculating commission
* Prepare deposits and make deposits at Bank of America as well as creation and uploading deposit journal entries
* Maintain general ledger accounts and reconcile accounts receivable detail and control accounts, adjusting entries for amortization of prepaids, preparing fixed asset depreciation, analyzing and reconciling petty cash, and other accounts as assigned
* Review and upload weekly importing journal entries from the system
* Review merchandise inventory reports with a critical eye from properties for reasonableness, and prepare inventory JEs accordingly
* Review balance sheet accounts - ensuring all amounts are supported with proper documentation.
* Perform variance analysis on financial statements
* Review account payable reports to ensuring invoices are paid timely, in accordance with company procedures
* Assist with development of processes and procedures to strive for continued improvement within the department and the company as a whole.

QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE:

* Bachelor’s Degree in Accounting
* Minimum of 3+ years accounting experience - working as part of an accounting team responsible for financial statement preparation.
* Detail oriented, accurate and analytical
* Proven ability to proactively identify issues and assist in upgrading and optimizing accounting processes, as well as updating internal document procedure in an understandable and easy-to-follow manner.
* Knowledge of accounting standards related to revenue recognition, inventory, balance sheets and income statements
* Proficient with MS Office - experience designing and maintaining intermediate Excel spreadsheets (pivot tables, VLOOKUP’s, etc.) required.
* Ability to solve problems and make sound decisions by assessing relevant information and exercising critical thinking to understand the impact and implications, and providing feedback on outcomes.
* Work well with others within and across teams to solve problems.
* High concern for detail and accuracy.
* High level of integrity.
* Must demonstrate ability to analyze problems and make decisions to initiate corrective action or resolution.
* Able to communicate effectively with internal and external parties in a clear, concise, and friendly manner.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the team member must:

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* Lift, reach, bend, twist, push, pull, squat, grasp and use arm-hand coordination on a consistent basis
* Have the ability to lift up to 50 pounds occasionally.

BENEFITS AND PERKS:

Oki Golf offers an impressive collection of benefits! Some benefits include:

(35hrs + per week) may be eligible for:

* Medical/Dental/Vision/Telehealth Coverage
* FSA options
* Company paid Life Insurance and Long Term Disability
* 401(k) with company match
* Paid Vacation

(30hrs + per week) may be eligible for:

* Medical/Telehealth Coverage

All Team Members:

* 401K with company match
* Golf Benefits, Meal and Merchandise discount
* Paid Sick Time
* Team Member Referral Program and more!

*Oki Golf is proud to be an equal opportunity employer. We are committed to creating an inclusive environment, and we welcome and encourage people of all backgrounds, perspectives, experiences, and skills to apply.*

*All employment decisions at Oki Golf are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. We will not tolerate discrimination or harassment based on any of these characteristics.*