Oki Golf Job Description – Bookkeeper

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.

SUMMARY:

The bookkeeper handles various aspects of the accounting functions at the property level. Main areas of responsibility include accounts receivable, member services, member accounting, daily departmental reporting and payroll assistance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

* Set up new member permanent files and send new member information to the Home office for set up in membership software
* Prepare new member packets
* Process payments received from members, banquets and tournaments
* Print members statements monthly after confirming all changes during the month have been correctly processed
* Charge initiation fee to member account
* Verify membership data is correct Jonas & eclipse
* Review accounts receivable aging, monthly, for past due accounts and document status of collections and follow up
* Prepare daily flash reports, as well as other reports as requested
* Manage cash handling procedures, voids, tip outs etc.
* Calculate tip allocation for bi-weekly payroll
* Calculate lesson and clinics payouts, bi-weekly
* Prepare weekly reporting of voids, edits and discounts for Food & Beverage department managers
* Other duties, as assigned

QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE

* Excellent organizational and analytical skills
* Able to work well in faced paced environment and balance multiple priorities and assignments
* Must be highly customer oriented
* Excellent written and verbal communication skills
* Associates degree (A.A.) or equivalent from two-year college
* Banking, retail or accounting experience, desired
* Accomplished computer skills in Microsoft Word and Excel.
* Ability to perform cash counting and determine appropriate overages/shortages.

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
* FSA options

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.*