**Senior Accountant**

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 Senior Accountant 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 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:

* Create and import month end journal entries including payroll, benefits and centralized programs revenue allocation.
* Review month end inventory schedules with a critical eye from properties for reasonableness.
* Reconcile internal flash reports for revenue and labor to preliminary financials.
* Perform variance analysis on financial statements, following up with operators ensuring final posted numbers are accurate.
* Prepare business review packets for General Manager’s to complete.
* Review balance sheet accounts- making sure all amounts are supported with proper documentation.
* Prepare monthly spreadsheets for tracking of private member spending, marketing department spending and other required business information.
* 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.
* CPA, preferred
* Detail Oriented, accurate and analytical
* Proven ability to proactively identify issues and assist in upgrading and optimizing accounting processes, update 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 understanding the impact and implications and providing feedback on outcomes.
* Works 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.*