

Title Accounting Manager
Location Park City, Utah
Schedule Full-time, Year Round

Position Description

Assist and support the Controller in the achievement of the Department's goals, maintain adequate internal controls over all areas of operations and ensure timely completion of all reports, data entry and other duties as assigned. Follow through is paramount. Duties include but are not limited to the following:

- Oversee the Accounting Clerk(s) specifically auditing their effectiveness with Accounts Payable, Accounts Receivable, Purchase Orders, Vendors, etc.
- Review financial reports in accordance with reporting calendars and insure that all reports are submitted on a timely basis.
- Review of the departmental postings ensuring accuracy of the information as reported.
- Process daily, monthly and end year process, accounts payable/receivable, cash receipts, general ledger, payroll, budgeting, cash forecasting, revenue and expenditure variance analysis, capital assets reconciliations, trust account reconciliations, check runs, fixed asset activity, debt activity, etc.
- Provide assistance in the closing of books at month end; and sends monthly and quarterly invoices on behalf of various clients.
- Prepare and coordinate monthly forecasts and outlooks.
- Assist the controller with budgets and budget compliance monitoring.
- Develop and maintain knowledge of market trends, competition and customers.
- Coordinate and support the completion of annual audits
- Provide recommendations to improve systems and procedures and initiate corrective actions
- Other duties may be necessary and may be assigned by Controller or General Manager
- Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the Company, including evening, nights and weekends. In addition, attendance at all scheduled training sessions and meetings is required.

Upon employment, all employees are required to fully comply with Newpark Resort rules and regulations for the safe and effective operation of the facilities. Employees who violate Company rules and regulations will be subject to disciplinary action, up to and including termination of employment.

Qualifications

The individual must possess the following knowledge, skills and abilities and be able to demonstrate that he or she can perform the essential functions of the position:

- QuickBooks knowledge is required, Oracle preferred.
- **Excellent Communications Skills, both written and verbal, are essential.** Must be able to speak, read, write and understand all languages applicable to the job.
- **Ability to solve problems and deal with a variety of options in varying situations.** The environment is dynamic and always changing. The ability to cope and thrive in a changing environment is essential.
- **Must be positive and enthusiastic.** Grumpy, despondent, and/or ill- or short-tempered people need not apply.
- Must possess the ability to work as part of a team and be able to work well with others.
- Must possess moderate to advanced computer skills, including, but not limited to knowledge of: Microsoft Office Applications such as Outlook, Word and Excel.
- Must have the ability to follow direction and a willingness to learn.



Physical Demands

There are physical demands that may vary from day to day or task to task including, but not limited to:

- Must be able to sit at a desk for up to 4-hours per day; and/or be on your feet for up to 6-hours per day walking; standing; bending; stooping; squatting; stretching; grasping; lifting; carrying; pushing and operating equipment.
- Must be able to stand and exert well-paced mobility for up to 4 hours in length.
- Must be able to lift up to 50 lbs. on a regular and continuing basis; and must be able to lift up to 80 lbs. occasionally.
- Must be able to push/pull carts and equipment weighing up to 250 lbs. on a regular and continuing basis.
- Must be able to exert well-paced ability in limited space.
- Must be able to exert well-paced ability to reach different locations of the project on a timely basis.
- Requires listening and hearing ability and visual acuity. Vision occurs continuously with the most common visual functions being those of near vision and depth perception. Talking and hearing occur continuously in the process of communicating with guests and other employees.
- Requires manual dexterity to use and operate all necessary equipment.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.

Education and Certificates

High school or equivalent education required, Bachelor's Degree preferred. No licenses or Certifications applicable.

Experience

Must possess sufficient relevant experience to perform the tasks assigned. Prefer at least two years of accounting or related experience.

Grooming

All employees must maintain a neat, clean and well-groomed appearance per Newpark Resort & Hotel standards.