

Vail Racquet Club is currently seeking to fill the position described below. This is a year round position and we seek candidates who intend to remain in the Vail Valley.

We are open to part-time or full-time employment for the right candidate (e.g. 25-40 hours per week).

Compensation will be between \$13 and \$18 per hour dependent upon qualifications and experience.

Benefits for full-time include holidays, vacation, 401K, health insurance.

To be considered for this position, please provide a resume to:
James@VailRacquetClub.com

Staff Accountant / Administrator

Job Summary

The staff accountant is responsible for essential recurring day-to-day functions ranging from mail processing to accounts payable and daily audits.

This position is a ground floor opportunity to learn the full scope of the accounting function in any organization; due to our small scale, the incumbent may be exposed to a broad variety of experience. At the same time, much of the required work is clerical tasks such as mailing, filing, and document handling.

Essential Functions

The Staff Accountant is responsible for the following:

- Processes A/P including handling incoming invoices, routing for approval, documenting appropriate accounts, vouching A/P, preparing checks for review and signature, transmittal to vendors.
- Completes Daily Sales Audit.
- Prepares Bank Deposits.
- Posts of Owner and Member Payments.
- Ensures professional, accurate, and timely resolution to all issues from internal and external customers.
- Demonstrates a positive, professional, and team attitude toward coworkers, internal and external customers, and management.
- Builds and maintains inter-department relationships.
- Demonstrates professionalism in appearance and manner.

Performs other duties and projects as assigned by management.

Job Requirements and Qualifications

Education

- Bachelors Degree in Accounting or Finance, or 1 year of relevant work experience.

Or any equivalent combination of education, experience, and training that provides the required knowledge, skills and abilities to do the job.

Knowledge

- Knowledge of fundamental accounting principles, procedures, and applications.

Skills

- Use of PC; experience with accounting software favorably considered.
- Proficiency in Microsoft applications including:
 - Excel
 - Word
 - Outlook
- Skilled with office equipment:
 - Copier, Postage Meter, Fax, Phone system
- Excellent English language ability for oral and written communication.

Abilities

- Strong attention to detail.
- Ability to follow instructions and pre-established guidelines to perform the functions of the job.
- Ability to concentrate for extended periods
- Ability to handle multiple tasks simultaneously