



Riddell's Bay Golf & Country Club Senior Book-Keeper

Riddell's Bay Golf & Country Club invites applications for the position of Senior Book-Keeper. This position will report directly to the Financial Controller and will be responsible for all receivables, payables and payroll functions. This position requires a self-motivated individual who has the ability to multi-task and adapt to changing priorities. The successful candidate will join a team that is mature, experienced, supportive and fun.

Duties include, but are not limited to:

- Accounts Receivable: Administers the billing and collection of membership dues and other charges. Resolves member queries promptly. Prepares and mails member statements and posts payments received in a timely manner. Reconciles all receivables related balance sheet accounts on a monthly basis.
- Accounts Payable: Oversees and manages the Accounts Payable function to ensure all invoices are coded and posted correctly and paid within payment terms. Reconciles all payables related balance sheet accounts.
- Banking: Checks daily receipts and ensures that payments are cleared through the bank and posted into the ledger; completes monthly bank reconciliations.
- Payroll: Maintains all information applicable to complete and compile payroll processing. Completes weekly and monthly payroll for all staff members.
- Computer Network Administration: Assist with Management Information Systems, liaising with IT professionals.
- General Ledger: Assists the Financial Controller with general ledger journal inputs for monthly financial statement production, as required.
- Annual Audit: Assistance with Year End Audit as it relates to receivables, payables, payroll and balance sheet reconciliations.

Desired Qualifications:

- An Accounting technician qualification is preferred, though not essential.
- Golf Club experience would be a distinct advantage.
- A minimum of five years receivables, payables and payroll experience required.
- Supervisory experience required.
- Strong interpersonal skills and the ability to communicate and work effectively within a team environment.
- Strong analytical skills and problem solving abilities.
- Ability to multi-task and work efficiently within strict deadlines.
- Proven experience with accounting software and proficiency with Microsoft Suite (Excel, Word, PowerPoint, etc.). Experience with the use of Club Management software such as Jonas Accounting system would be an advantage.

The Golf Club offers a competitive compensation package commensurate with qualifications and experience. Meals are provided while on duty and golf privileges are included with the standard benefits.

Please forward in writing your Confidential Resume to
Lesley Kirkpatrick,
Administration Manager,
Riddell's Bay Golf & Country Club Ltd,
P.O. Box WK 236, Warwick WK BX
Or e-mail to administration@riddellsbay.com.

Closing date for applications: 21st November, 2011.