

*See Rock City, Inc.*  
**JOB DESCRIPTION**

Title: <b>ACCOUNTANT</b>	Team: Accounting
Reports to: Accounting Manager	Status: Full-Time, Non-Exempt

**Summary**

*Under the direction of the Accounting Manager the Accountant is responsible for performing the following duties:*

**Responsibilities**

- Delivers excellent guest service to internal and external customers in line with the organization’s mission, culture, and values.
- Models appropriate guest and partner interaction at all times, displaying the values of the culture of excellence and leading in a manner that serves as an organizational model for the values.
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adhere to requirements, and advising on needed actions.
- Oversees the AR Treasury Clerk by coordinating activities and answering questions.
- Completes monthly workpapers to prepare for month-end closing.
- Oversees the daily sales audit process and create journal entries.
- Completes daily banking ensuring deposits are allocated to the proper accounts.
- Periodically generate reports for presenting data to managers, directors, and other entities as needed.
- Processes change orders and track between all See Rock City, Inc. Locations.
- Ability to reload, balance, and troubleshoot cash recyclers at all See Rock City, Inc. locations.
- Keeping informed about current legislation relating to finance and accounting.
- Assisting management in the decision-making process by preparing budgets and financial forecasts.
- Performs bookkeeping functions for LMA and maintain QuickBooks ledger.
- Adheres to SRC Accounting deadlines.
- Performs other duties as assigned by management.

**Qualifications**

- Bachelor’s degree in Accounting/Finance, or closely related field required.
- Minimum 2-year(s) experience in accounting environment preferred.
- Possesses an outgoing, friendly personality and the desire to provide quality service to internal and external customers.
- Excellent written and verbal communication skills with the ability to convey a conservative and professional image to partners and guests.
- Ability to effectively present information and respond to questions from a group of managers, guests, or the general public; read and analyze business correspondence; to develop and write reports.
- Must have thorough understanding and application of Generally Accepted Accounting Principles (GAAP), financial reporting and general ledger structure.
- Must be proficient with Microsoft Office Suite. Prior experience with Great Plains – Dynamics and QuickBooks strongly preferred. Experience with a budgeting, payroll and Point of Sale software a plus.
- Ability to add, subtract, multiply and divide with the ability to do so using US currency.
- Ability to travel occasionally.
- Ability to multi-task and manage time effectively with superior level of attention to detail.
- Ability to provide a flexible schedule to work nights, weekends, holidays, and special events as needed.

- Required to regularly use hands and fingers. Ability to lift/move up to 25 pounds. Required to walk, stoop, kneel or crouch freely.