

*SEE ROCK CITY, INC.*  
**JOB DESCRIPTION**

Title: <b>ACCOUNTS RECEIVABLE / TREASURY CLERK</b>	Team: Accounting
Reports to: Accounting Manager	Status: Full-Time, Non-Exempt

**Summary**

*The Accounts Receivable/Treasury Clerk supports the finance and accounting function of See Rock City, Inc as it pertains to Accounts Receivable. Under the directions of the Accounting Manager the Accounts Receivable/Treasury Clerk 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.
- Assists with accounts receivable workpapers by tracking and maintaining various accounts receivable accounts and ensuring payments are received.
- Processes credit card chargebacks and discrepancies.
- Ensures compliance with accounting and reporting deadlines.
- Prepares daily sales audits under the supervision of the accountant.
- Deposits daily checks under the direction of the accountant.
- Process bank currency change orders for approval and has the ability to troubleshoot cash recyclers at all locations, load, and unload cash.
- Creates monthly invoices for CARTA ticket payables as a part of See Rock City commissions.
- Works with Ruby Falls in balancing Double Play account and create journal entries to support reconciliation.
- Creates journal entries in support of both CARTA and Double Play accounts.
- Prepares daily bank integrations for review and posting.
- Provides backup assistance for cash recyclers.
- Performs other duties as assigned by management.

**Qualifications**

- Associates or higher degree in Business Administration, Accounting, or related field.
- Minimum 1 year experience in accounting and/or exposure in accounts receivable and treasury management.
- A good understanding and application of Generally Accepted Accounting Principles (GAAP).
- Must possess excellent computer skills and be proficient in MS Word, Excel, and Outlook. Prior experience with Great Plains – Dynamics, preferred.
- Excellent written and verbal communication skills.
- Superior attention to detail.
- Ability to multi-task and manage time effectively.
- Possess an outgoing, friendly personality and the ability to provide excellent guest service.
- Ability to communicate and interact effectively in one-on-one and small group situations.
- Ability to add, subtract, multiply, and divide. Ability to perform these operations using units of American money.
- 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 frequently. Must be able to stand regularly.