

Accounting Assistant Job Description

Job Summary

Oak Park Country Club is a premier golf and country club providing excellent golf, dining, and social activities for its members, their families, and guests.

The Club has an opening for the Accounting Assistant position. This position assists the Club Controller and is responsible for accounts receivable and accounts payable.

Responsibilities and Duties

- Post member payments
- Post and verify revenues
- Distribute monthly statements to members
- Verifies information and maintains accounts receivable reports including but not limited to monthly sales, open invoices and aging reports.
- Maintain and organize vendor files
- Assist controller with audits, forecasts and other financial planning
- Record vendor data and invoices in our software system and verify all amounts before cutting checks

Qualifications and Skills

- Bookkeeping experience: 2 years
- General Knowledge of MS Office, Excel, Word & Outlook
- Strong math skills
- Detail oriented

Preferred Education

- Associate degree or equivalent in Accounting

Benefits

- 401 (k)
- Health Insurance
- Dental/Life Insurance
- Paid Holidays
- Paid Vacation
- FSA (Flexible Spending Account)

Job Type: Full-time

Salary: \$13.00 to \$15.00 /hour