

Accountant/Bookkeeper

Wampanoag Country Club
West Hartford, CT

Wampanoag Country Club

Wampanoag Country Club is a private year-round country club with dining, social, and sports activities for the entire family. The clubhouse overlooks 130 acres of bucolic property in West Hartford, CT. Our renowned laid-back atmosphere provides the perfect setting for members' enjoyment and relaxation.

ABOUT THE CLUB

GOLF

The cornerstone of our club is a classic 18-hole championship golf course built in 1924 and designed by the world-renowned architect, Mr. Donald Ross. Our golf course offers the finest quality Bent Grass greens, Kentucky Bluegrass rough and flowing fescue grasses. The "Wamp" is known for its fast, yet true putting surfaces and the strategic placement of its bunkers, ponds and creeks located throughout the course.

An extensive total course renovation was undertaken in 2023; new tees, several new greens and bunkers were recreated to bring the Ross vision back to life. Along with the total course face lift came a brand-new short game facility to complement the practice range, chipping, and putting greens.

RACQUET SPORTS

New to 2023 is the addition of our (2) lighted paddle courts. The paddle program starts in late September and runs through the end of March.

DINING

Each time a member enters the Club, they are welcomed to their "home away from home." Our staff is passionate, caring, and knowledgeable. They truly care about creating a memorable experience for every member. The Club offers anything from a casual lunch after golf to a more formal dinner with family, friends, or clients. There's live music on the Patio most weekend evenings in the summer and a wide variety of social and special events throughout the year including Easter, Mother's Day, Carnival, Father's Day, Fall Fest, Holiday Gala, and more. Plus, there's a lively Bob Kay Room with a pub style feel in the offseason. The Club is also home to one of the finest venues to host a large event or more intimate gathering. The Food & Beverage team are those who love great food, wine, dining, and service. Our Food & Beverage team strives to make every dining experience a great one.

POOL

When the temperatures rise there is no better place to relax than the Wamp Pool. The main pool includes a 6 lane 25-meter lap area, 1-meter diving board, and kiddie pool with a depth of 1ft.

Job Description

Role and Responsibilities – Accountant/Bookkeeper

Accounts Receivable

- Maintain Accounts Receivable physical and electronic files
- Record daily and monthly entries, review and post point of sale batches, and enter payments to member accounts
- Respond to member/customer billing inquiries and coordinate with department managers to resolve billing questions.
- Issue monthly statements to members.

Accounts Payable

- Maintain Accounts Payable physical files
- Process vendor invoices, reconcile vendor statements, and process bi-weekly check runs.
- Ensure appropriate approvals of invoices
- Respond to vendor inquiries

General Ledger

- Assist Controller with recording monthly journal entries as needed
- Input monthly inventories and complete reconciliation
- Assist Controller with monthly reconciliation of balance sheet accounts
- Assist with maintain data bases used for management reports, KPIs, and budget/forecast analysis
- Assist with production of financial reports for Controller, General Manager, Finance Committee, and Board of Governors

Budget/Forecast

- Assist Controller with various schedules for building annual budget, monthly analysis of budget to actual, and mid-year reforecast

Audit

- Assist Controller with reconciliations, schedules, and documentation for annual external audit.

Payroll

- Assist Controller with employee timekeeping and payroll processing

General Office Duties

- Assist with organization and operation of office including answering phones and assisting members with questions.
- Maintain all members, vendors, and other paper files.
- Assist with managing office equipment and ordering supplies.
- Manage all recordkeeping files

Requirements

- Bachelor's Degree preferred but at least 2 years of accounting/bookkeeping experience will be considered in combination with some college work in Business Administration or Accounting.
- Previous work for a private club is a plus.
- Able to maintain a professional and courteous demeanor and appearance.
- Excellent customer service skills are a must.
- Must be detail oriented and able to multitask in a busy office.
- Must have experience with Microsoft Office and at least an intermediate knowledge of Excel.

Pay

- Compensation rate commensurate with experience.

Application

Application can be made by **email only**. Please email a resume and cover letter to accounting@wampanoagcc.com. No phone calls or walk-ins accepted.