

Mount Kisco Country Club Assistant Controller

Located in Northern Westchester County Mount Kisco Country Club is a member family-oriented club that offers the membership 18 hole holes of golf with practice facilities, five har-tru tennis courts, three paddle courts, a pool and a variety of dining options for the membership's enjoyment.

MKCC seeks a dynamic individual that is an energetic, hardworking and dedicated who enjoys working with others in a team atmosphere. The right candidate must have the desire to grow and continue to enhance their skill set.

While knowledge of club accounting software is beneficial it is not required. MKCC uses Jonas software.

Job Tasks/Duties

- Audits and pays all club bills and invoices after approval for payment.
- Maintains accurate records of vendor invoices.
- Inputs member receivables and posts daily charges.
- Conducts reconciliations of all accounts.
- Prepares and makes bank deposits.
- Reconciles all bank statements.
- Maintains an orderly accounting and filing system.
- Processes payroll.
- Maintains employees' time and attendance, absentee, leave records and administers all HR matters.
- Process all licenses and permit applications from governmental agencies.
- Assists the controller with financial analysis preparing financial statements and forecasting.

Education and/or Experience

- Associate's degree in accounting or business administration.
- Minimum of two years accounting or bookkeeping experience, including accounts payable, accounts receivable, payroll, general ledger and financial reports.
- An understanding of generally accepted accounting principles.
- Proficient in Excel, Power Point and familiar cloud based technology.

Competitive compensation package commensurate with experience. Benefits per Club policy include health, life insurance 401K program PTO and educational opportunities.

Compelling cover letter and resume should be sent to the attention of:
Todd Zorn, CCM General Manager and Harvey Rosenblum, Controller

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harvey.rosenblum@mountkiscocc.org