



Accounting Associate (winter ski season only)

The Accounting Associate supports Catamount's multi-state, multi-company accounting department operations as directed by the Treasurer. The weekly schedule during training will be Monday, Tuesday and Wednesday, but will eventually include weekends and some winter holidays on busier days during the ski season when needed. The incumbent performs reconciliations including daily cash-outs, records banking transactions, runs software and credit card programs, and performs general clerical work while performing other accounting tasks as requested. This is a seasonal position during the ski season only.

Essential Duties/Responsibilities

- Staff the accounting department office during Catamount's business daytime hours
- Prepare starting cash bags for cashiers and process cashier close-outs
- Credit card daily close-outs, process transaction and troubleshoot machine difficulties as needed
- Understand daily prices and promotions
- Understand current coupons, verify authenticity as needed
- Prepare daily deposits
- Maintain a friendly, team spirit with a focus on accuracy and customer service
- Clerical duties including, but not limited to, mailing, scanning, faxing, copying, filing, data entry, organizing, etc
- Assistance with Invoice/Billing – Groups sales (as needed)
- Record and reconcile banking transactions (as needed)
- Assistance with Calculation and reporting state sales tax (as needed)

Minimum Qualifications

- Basic bookkeeping, credit card processing, general ledger and accounting knowledge required
- Must be experienced using:
 - Credit Card Processors (Merchant Link preferred)
 - Point of Sale software (POS) – Sportcode preferred
 - Microsoft Excel, Outlook, and Word
 - Accounting software (Peachtree preferred)
- Must possess excellent organizational and math skills
- Requires an ability to:
 - Organize time
 - Work independently, as well as part of a team
 - Work quickly and accurately
 - Handle confidential material with discretion
 - Maintain excellent oral and written communication skills
 - Work harmoniously/diplomatically with a variety of people
- Experience preferred with:
 - Banking concepts and principles
 - Customer service
 - Cash handling
 - Basic computer troubleshooting
 - Accounts Receivable, Accounts Payable and Purchase Order processing
 - Developing and maintaining budgets
- Interest in continuing education in field of accounts would be desirable.
- Must be able to work flexible hours/days of the week including weekends and holidays
- Must be comfortable working alone in an office
- Drug-free workplace, may be subject to drug screening and/or background check

Education Requirements

- High school diploma or G.E.D. required
- Associates Degree with basic accounting coursework preferred
- Must complete four work weeks of on-the-job training

Physical Demands

While performing the duties of this job, incumbent performs the majority of duties on the second floor in a standard building. Incumbent occasionally works holiday hours and is required to:

- Reach, handle, grasp and finger keyboard/cash machine
- Sit for an extended period of time
- Raise or lower up to 15 lbs of weight from time to time (i.e. supplies, materials, ream of paper)
- Exert force by pushing & pulling items (i.e. filing cabinet drawers)
- Stooping, requiring full use of the lower extremities and back muscles (i.e. lower drawer filing, items from safe)
- Walk at will over uneven, icy and snow-covered footpaths