



ACCOUNTANT JOB DESCRIPTION

Summary

The Accountant role is responsible for assisting the CFO with business and financial analysis and processes across manufacturing, construction and climbing gym operations. This role will also manage day-to-day operations, various reporting, reconciliation and analysis, including maintaining a general ledger accounting system, manage AP/AR, occasional payroll tasks, month-end close, & yearly reconciliations.

Primary and Essential Functions

- Assist with business analytics, cash-flow projections, material purchasing, data collection, quality and efficiency studies, statistical modeling, process control and implementation;
- Create, organize and maintain files using QuickBooks;
- Assist with the development, implementation and modifications of accounting policies, procedures and process improvements/best practices;
- Assist with financial analysis models for proposed business ventures;
- Analyze trends, costs, revenues, financial commitments and obligations to predict future revenues, expenses and budgets;
- Bookkeeping responsibilities such as managing budgets, reviewing & completing retail vendor account reconciliations, & inventory management activities;
- Assist with accounts payables and process payments in a timely manner;
- Receive, route and processes invoices, check requests and payments for all vendors;
- Enter and classify receipts into QuickBooks;
- Clarify receipt information with card holders and notify them of any outstanding receipts;
- Create customer invoices, interact with vendors in-person and on the telephone, & research problems and provide consistent follow-up;
- Review and completes bank reconciliations;
- Review, investigates and corrects errors and inconsistencies in financial entries and reports;
- Year-end activities & audits;
- Ad hoc projects as needed;
- Additional duties as assigned.

Requirements

- Bachelor's degree in accounting or related degree;
- 4+ years of accounting experience;
- Advanced proficiency in Microsoft Excel;
- 1-2 years QuickBooks experience;
- Strong quantitative analytical skills;
- Ability to analyze and audit data to detect errors;
- Well-developed time management skills with the ability to manage multiple priorities;
- Experience reconciling data and comfortable managing and reviewing high volume of data at scale;
- Ability to reconcile accounts and perform cost analyses, month-end close responsibilities, etc.
- Excellent organizational skills and attention to detail;

- Proactive, self-starter;
- Exceptional level of attention to details;
- Highly proficient knowledge of Microsoft Office products, particularly Excel;
- High level of confidentiality and discretion;
- Strong written and verbal communication skills;
- Be able to collaborate and innovate as a means to create exceptional value for our members, our company, and ourselves.

The Front Climbing Club is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.