



JOB TITLE: Accounting Clerk/Verification Supervisor

ORGANIZATIONAL STRUCTURE: Reports to the Director of Finance

FLSA STATUS: Exempt

DEPARTMENT: Finance

POSITION SUMMARY: This position is responsible for maintaining accurate and up-to-date AP/AR records, processing a bi-weekly payroll, managing the PO requisition process, and overseeing the seasonal Verification department. Responsible for assisting the Director of Finance with budgetary and general reporting needs.

KEY DUTIES AND RESPONSIBILITIES

- Reconcile purchase orders and invoices to ensure prompt payment
- Process bi-weekly payroll
- Oversees the seasonal Verification department
- Reconciliation of the Petty Cash supply
- Review and reconcile payroll tax returns
- Input garnishments and child support
- Coordinate with multiple departments to prepare month-end inventory
- Assist Director of Finance in reconciliation of balance sheet accounts
- Assist with obtaining the proper required business licenses
- Assist in other areas of Finance, as assigned
- Be a proactive member of the Finance team
- Must be able to work varied shifts, including holidays, nights and weekends
- Other duties as assigned.

SKILLS, REQUIREMENTS, AND QUALIFICATIONS:

- 2-3 years of relevant experience or equivalent schooling
- 2-3 years of Supervisory experience
- Experience with Microsoft Great Plains & Paycom Payroll considered a plus
- Experience with month-end closing a plus
- Must possess the ability to effectively present information and respond to questions from groups of managers, customers, vendors, employees and auditors
- Must be organized and able to meet deadlines in a fast-paced environment
- Must possess strong analytical skills
- Communicate effectively and appropriately with all guests, co-workers and management.
- Must be a self-starter, able to multi-task, work independently and have a positive attitude.
- Ability to trouble-shoot problems and present solutions for a variety of situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or

- hear. The employee frequently is required to stand; walk; and stoop or kneel. The employee is regularly required to sit and climb or balance. The employee must regularly lift and/or move up to thirty pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Work environment: While performing the duties of this job, the employee is occasionally exposed to weather conditions prevalent at the time. The noise level is generally low to moderate.

Please submit resumes with a cover letter and salary requirements to:

Mary Bigham, Human Resources Manager

hrdept@wildwaves.com

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