

Entry Level Staff Accountant

Reports to: Accounting Manager

Type of Employment: Full-time, Non-Exempt

Salesmanship Club of Dallas

The Salesmanship Club of Dallas is a civic organization of over 600 businessmen. These Club members are dedicated volunteers for their charity, Momentous Institute, a non-profit organization that provides education and mental health services for children and their families in the greater Dallas area. Each staff member at the Salesmanship Club of Dallas interacts with the Club members to varying degrees.

Job Description

This position is responsible for the preparation of financial information for the various Salesmanship Club entities. This position will provide services to the Club, Momentous Institute and the AT&T Byron Nelson. Excellent organization and time management skills are required.

Key Responsibilities

Account Payable

- Processes check requests, expense reimbursements and invoices for all entities for payment in a timely manner. Ensure that all payables reconcile to the total, are compared to budget, posted to the proper general ledger accounts and accounting period, and are approved by the responsible committee chairman or department manager.
- Analyze vendor invoices to monitor expenses are in line with budgets as well as calling attention to areas for potential savings and increased income.
- Reconcile Amazon, Wal-Mart, and credit card receipts to monthly statements and are properly expensed to the correct department and general ledger accounts.
- Maintain custody and control of MI credit card. Confirm card information is given to employees under current guidelines and receipts are obtained once card has been charged.

Member Support

- Assists in Salesmanship Club member events as requested including the inventory tracking and sales of Tournament Member Uniforms.

Accounts Receivable

- Assist in entering payments to Archtics and Financial Edge for members, golf sponsors, MI student tuition, and contributions as needed. Ensure payments are deposited to the correct bank account via the scanner or given to the Controller with a deposit slip along with a posted Cash Receipt.
- Reconcile and prepare deposits for Therapeutic Services payments on the 15th and month end.
- Reconcile weekly luncheon cash to paid attendees and bill members in Archtics who request invoicing.

Accounting & Staff Support

- Maintains filing system for Finance department.
- Prepare mailings for club and golf invoices and statements.
- Assist in annual budget preparation for all entities including obtaining the information from the general ledger, completion of budget worksheets for committee meetings, and finalizing data uploads for budget entry into Financial Edge.
- Order supplies for club staff as requested via preferred vendors. Reconcile received supply packing slips to invoices when received.
- Maintain the fixed assets for SCD and SCCGD Financial Edge including the addition of new assets when purchased.

Required Skills

- Bachelor's degree with concentration in finance or accounting or equivalent qualifying experience.
- Computer experience with Microsoft Office products including Excel, Word, Outlook, PowerPoint.
- Knowledge in general ledger accounting package.
- Excellent organizational skills with the ability to establish and maintain reasonable and attainable priorities and deadlines for multiple, diverse tasks.
- Ability to shift quickly and frequently among multiple projects while maintaining a professional, pleasant attitude.
- Professional demeanor with the ability to work with Salesmanship Club volunteers, tournament sponsors, and fellow staff members.
- Flexibility in working with different personalities and management styles.
- Responsible, dependable, self-starter, dedicated and eager to work in a fast-paced, ever changing environment.
- Willingness to proactively assist other accounting department staff when needed.
- Strict attention to detail.
- Excellent oral and written communication skills.

Interested:

Applications are currently being accepted and the position will remain open until filled.

Please send letter of interest and resume to:

Patty Pickard

Sr. Director of Finance

ppickard@salesmanshipclub.org

Salesmanship Club of Dallas maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry