



HOSTS THE



WHICH BENEFITS



Staff Accountant

Reports to: Senior Accountant

Type of Employment: Full-time, Non-Exempt

Salesmanship Club of Dallas

The Salesmanship Club of Dallas is a civic organization of over 600 businessmen and businesswomen. 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

Accounts Payable

- Process 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, are coded and posted to the proper general ledger accounts and accounting period and are approved by the responsible committee chairman or department manager.
- **Manage** the Positive Pay system-process on Bank of America, Chase Bank, Liberty Capital Bank, and Independent Financial for the Club, Momentous, Golf and Charitable Properties.
- Request and collection of vendors W9's.
- Reconcile MasterCard statement through the collection and reconciliation of receipts using Smartdata.
- Enter and post invoices and ACH payments for monthly Amazon and MasterCard invoices through the FE accounts payable module.
- Oversee credit card accounts – MasterCard, Amazon, Walmart, QuikTrip gas, Home Depot, Lowes.
- Complete credit applications for new vendors, make sure accounts are set up as tax exempt and obtain the vendor company's W9.
- Issue capital checks for fixed asset purchases and capital project purchases entered and posted through the AP module. Maintain capital expense tracking spreadsheet

Analysis & Reporting

- Identify and determine process improvements and savings by creating or updating standard ad-hoc and special analysis reports, tools, and excel dashboards as needed.
- Explore ways to create reports that provide important insight, can be used to better recognize performance, project results, and make informed and accurate decisions. Determine which format or style (Excel report, pie chart, bar graph, etc.) may be easiest to understand and convey intended results.

- Analyze vendor invoices and contracts to monitor expenses are in line with budgets as well as calling attention to areas for potential savings, increased income, and recommendations for optimization of resources.
- When reviewing complex invoices (ex: golf operations, CTO, etc.) update existing analysis reports or create new ones that compare prior year or actual-to-budget variances, interprets trends, and indicates areas that are over or under.
- Prepare expense reports for the various golf budgets and distribute to the responsible staff member throughout the year
- Track and analyze meal plan expenses weekly to ensure SCD is staying within budget.

Other Accounting Duties & Staff Support:

- Maintain fixed assets for SCD, SCCGD and MI in Financial Edge including the addition of new assets when purchased.
- Periodically check fixed assets that need to be disposed with help from program directors. SCD & SCCGD requires board approval before writing off.
- Post the payroll journal entry batch.
- Enter and post monthly FSA account disbursements from report HR provides and all monthly credit card receipts from reports retrieved from provider websites.
- Enter and post any intercompany journal entries as needed.
- 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.
- Prepare schedules and retrieve documentation for the annual audit.
- Assist with 1099 vendor reconciliation and mail preparation for year-end filing.
- Assist with maintaining the filing system for Finance department as needed.
- Assist with Club luncheons in various roles as needed.

AT&T Byron Nelson & Changing the Odds Conference Support

This role varies with levels of responsibility as needed

- Special projects or duties as assigned (Operation Appreciation, Player Exemptions, etc.).
- Be familiar with the course layout, venue locations, events and pricing.
- Have a friendly phone voice and be able to answer frequently asked questions.
- Assist with Club/Volunteer uniform distribution and inventory.
- Be available to assist tournament and conference team members with varying tasks.
- Be an ambassador for both the AT&T Byron Nelson and CTO Conference.

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, vendors, 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:

Madeline Moren

Sr. Staff Accountant

employment@momentousinstitute.org

COVID-19 vaccine is required for all employees as of September 1, 2021. (Salesmanship Club Of Dallas/Momentous Institute are an equal opportunity employers and reasonable accommodations will be considered for valid medical or religious exemptions.)

Salesmanship Club of Dallas/ Momentous Institute maintain a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Salesmanship Club of Dallas/ 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