

Financial Analyst Accountant

Want to become a part of a working family? Harbour Ridge Yacht and Country Club might be your next career! HRYCC is a beautiful 885-acre private club community located in Palm City, FL. The club is proud of our wooded and naturally landscaped vistas and 111-acre Audubon-sanctioned preserve. A few of our amenities include two signature golf courses, the Lakeside lifestyle center with 9 Har-Tru tennis courts, 8 pickle ball courts, a pool and much more! Could you be the next Financial Analyst Accountant?

Benefits:

- Medical, Dental, Vision, 401k with Match, FSA, HSA, Vacation & PTO, Various additional voluntary benefits.

Job Summary: The Financial Analyst is responsible for the oversight of the financial aspects of accounting for Harbour Ridge Yacht & Country Club and Harbour Ridge Property Owner's Association. Primary responsibilities are to assist the Controller prepare the monthly financial statements presentation, variance analysis, administration of the Capital Asset Management Program, Master Planning, Financial Forecasting and to support the operations accounting team. The Financial Analyst will be involved in creating financial reports, financial analysis, month end close process, audit support and US GAAP compliance.

Essential Duties and Responsibilities: include the following, but not limited to:

- Prepare and post monthly journal entries and the supporting calculation documentation to ensure proper audit trail is in place
- Monthly reconciliation of balance sheet accounts, posting of adjusting entries as needed, providing analysis of balances for Controller to review
- Coordinate with the Controller on the preparation of the monthly financial package
- Reconcile cash deposits and clear checks
- Prepare bank reconciliations
- Prepare monthly sales and use tax return and tourist tax return
- Maintain fixed asset schedule
- Participate and verify monthly inventories for Food & Beverage, Golf Pro Shop, Tennis, and Spa
- Full Cycle accounting for various social clubs

- Assist in the preparation of the annual budget, including but not limited to, calculation of revenues and expenses and supporting analysis
- Prepare year end schedules and analysis for the external audits and assist in responding to documentation requests
- Prepare 1099's at year end
- Other duties as assigned.

Job Requirements: include the following, but not limited to:

- Strong Attention to detail and ability to manage multiple tasks with priorities and work flow
- Excellent communication skills (verbal and written) and follow up skills
- Innovative, flexible, forward and analytical thinking in problem resolution and strategic planning
- Working knowledge of general ledger accounting, accounts payable and accounts receivable
- Positive and engaging attitude with emphasis on teamwork
- Intermediate level proficiency in MS office tools, specifically Excel
- Demonstrate record of good work attendance and reliability; regular and punctual in attendance.
- Comply with company policies and procedures as established in the Employee Handbook or as demonstrated as common practice.
- Seek to improve self in knowledge and skills.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Certificates/Licenses: BS/BA in Accounting or Finance or equivalent work experience

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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 frequently required to sit, talk, see and hear; use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; peripheral vision and ability to adjust focus.

Harbour Ridge Yacht And Country Club is a drugfree workplace. All candidates must be able to pass a background and drug screen.

Harbour Ridge Yacht And Country Club is an equal opportunity employer.