STEAMBOAT SPRINGS WINTER SPORTS CLUB
POSITION OPENING

Date posted: July 1, 2022

Interview period: starting July 15/ongoing

Job title: Accounting Assistant/Bookkeeper

Number of openings: One

Department: SSWSC Accounting

Duration of job: Year-round, part-time, flexible

Starting date: August 15, 2022

Days worked: Weekdays only -10-15 hrs per week

Weekend work: No

Shift work: No

Job family: Administrator

Pay Scale: Hourly $20-$23/hour

Physical Requirements:

- Must be able to sit/work at computer

Minimum skills, experience, education and ability required for this job:

- Must have strong organizational skills.
- Must be comfortable with Excel and preferably experienced with Quickbooks accounting software.
- Must be able to maintain high level of confidentiality.
- Must be able to communicate and work well with others.

Detailed job description, including responsibilities, work performed tools or equipment used, etc.:

- Provide assistance to Finance Director
- Responsible for processing payroll for seasonal staff
- Responsible for processing accounts payable, accounts receivable and cash receipts
- Provide support for credit card expense reconciliation

Miscellaneous information:

- This position has the opportunity to grow as employee becomes more familiar with organization accounting.

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