

FULL CHARGE BOOKKEEPER

RTSW SFM, LLC-ROCKY TOP SPORTS WORLD

LOCATION: Gatlinburg, TN

DEPARTMENT: FINANCE

REPORTS TO: GENERAL MANAGER

STATUS: FULL-TIME (EXEMPT)

ABOUT THE COMPANY

RTSW SFM LLC ("RTSW") is accepting applications for the position of Full Charge Bookkeeper at Rocky Top Sports World located in Gatlinburg, TN.

RTSW SFM LLC ("RTSW") manages Rocky Top Sports World located in Gatlinburg, Tennessee, at the foothills of the Great Smoky Mountains. The world-class sports complex includes an 86,000- sq. ft. indoor facility holding six (6) basketball or 12 volleyball courts. The indoor facility hosts basketball, volleyball, wrestling, gymnastics, and other indoor competitions. The facility also features seven (7) state-of-the-art outdoor fields for soccer, football, lacrosse and other outdoor competitions.

POSITION SUMMARY

The Full Charge Bookkeeper is responsible for all bookkeeping functions related to Accounts Payable, Accounts Receivable, Payroll, and General Accounting including maintenance of the accounting systems, adherence to established policies and procedures, review of documentation for appropriate authorization, timely notification of any problems or concerns and superior customer service.

Job duties also include human resource functions that include new hire/term/LOA/benefits administration, maintenance of personnel files, payroll processor, and support for team members. This position requires the ability to move quickly from one task to another, perform quality work in a fast-moving, deadline-sensitive

environment, and still present a calm, professional demeanor to both internal and external customers and vendors.

This is an important role in our organization that will require tact, diplomacy, and a professional approach to the job. Confidentiality is absolutely critical.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Primary responsibilities will include, but are not limited to the following:

Bookkeeping Duties and Responsibilities

- Process payroll through the ADP platform
- Perform monthly bookkeeping procedures such as bank reconciliations, credit card reconciliations, and billing customers
- Weekly and monthly financial reporting to the facility General Manager
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions
- Assist General Manager with budget preparation
- Pay bills and maintain ledgers
- Receive, approve, and/or decline client invoices
- Maintain General Ledger including journal entries & adjustments
- Responsible for monthly reconciliation of accounts
- Balancing cash drawer and making bank deposits
- Complete any other special projects and daily assignments as directed by the General Manager

Human Resources Duties and Responsibilities

- Assist General Manager or Operations Manager in planning and conducting new team member orientation and onboarding
- Maintain and secure personnel files
- Ensure ADP is up-to-date by entering new hires, terminating team members timely, managing LOAs, and deducting elected benefits

- Facilitate annual open enrollments and assist benefit eligible new hires with the enrollment process
- Respond to inquiries from Team Members regarding policies, procedures and programs
- Work closely with SFM Human Resources Representative to make sure all personnel, state, and federal guidelines are met

Office Manager Duties and Responsibilities

- Responsible for the day-to-day operations of the office
- Responsible for managing office staff to:
 1. Keep a clean/professional working environment
 2. Maintain adequate stock of office supplies
 3. Interact with/and coordinate personnel in the office
 4. Manage inbound/outbound mail, etc.
 5. Schedule business travel for personnel and clients, if necessary
 6. Prepare for all administrative meetings, i.e. office, owner, executive meetings, etc.
 7. Prepare memos, letters, reports, expense reports, faxing, PowerPoint presentations

EDUCATION AND EXPERIENCE

- An Associate's degree in accounting or business administration, or equivalent business experience, as well as a knowledge of bookkeeping and generally accepted accounting principles.
- Minimum of four years responsible with accounting or bookkeeping experience including accounts payable, accounts receivable, payroll, general ledger and financial reports

MINIMUM QUALIFICATIONS

- Proficient with QuickBooks Online
- Proficient with Outlook, Microsoft Word, Excel, and PowerPoint
- Experience in the Food Services, Hospitality, or Retail industry a plus
- Strong professional communication skills including both verbal and written
- Well organized and thorough, with the ability to multi-task

- Team approach to task completion
- Maintain strict confidentiality of client, company and personnel information
- Appropriate business acumen while representing the company at all times
- Ability to operate calculator, computer, and other general office equipment
- Knowledge of regulatory requirements of processing payroll accounting transactions and payroll returns.
- Must have excellent interpersonal skills and customer service skills

WORKING CONDITIONS

- Office setting
- At periodic times of the year are expected to work overtime, if necessary
- Due to the nature of the sports facility, the Full Charge Bookkeeper may be expected to work varied hours

PHYSICAL DEMANDS

- Must be able to remain in a sitting stationary position for long periods of time

TRAVEL DEMANDS

- None

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<https://sportadvisory.applicantpro.com/jobs>