



## Position Description

The Position Description (PD) provides a complete and accurate description of duties and responsibilities assigned to the position(s). The PD is used to classify the position, as a basis for establishing evaluation standards and to determine selection criteria for filling a vacant position. The foregoing PD is not all-inclusive of the duties to which the employee may be assigned. To ensure maximum flexibility and efficiency, employees will be assigned additional duties as are deemed necessary by Santa Ana Golf Club, Inc.

<b><u>Position Title</u></b> Accounting Tech	<b><u>Department</u></b> Administration	
<b><u>Physical Work Address:</u></b> 288 Prairie Star Road, Santa Ana Pueblo, NM 87004	<b><u>Manager/Supervisor:</u></b> Finance Manager	<b><u>Status:</u></b> Non-Exempt Part-Time

1. **GENERAL POSITION DESCRIPTION:** Under the direct supervision of the Finance Manager, the Accounting Tech – Admin Specialist prepares daily financial reconciliations of all revenue departments, including cash balancing and deposits. Performs monthly reconciliations of assigned General Ledger accounts and provides support for annual audit processes. Provides backup support to the General Accounting Specialist as required. Provides administrative support to the Finance Manager and HR Manager as required.
2. **MINIMUM QUALIFICATIONS:**  
2-5 years related experience in Accounting or Bookkeeping. Field applicable education may be substituted for 1 year experience. Experience with Microsoft Office required. QuickBooks general accounting experience preferred.
3. **KNOWLEDGE REQUIRED:**
  - Proficient knowledge of general accounting procedures
4. **SKILLS REQUIRED:**
  - Data entry
  - 10 key touch
  - Proficient Computer Skills, including Microsoft Office Suite
5. **ABILITIES REQUIRED:**
  - Communicate effectively with employees and guests using clear and professional language.
  - Ability to provide reporting to Managers/Supervisors as requested.
  - Good problem-solving abilities

**6. DUTIES AND RESPONSIBILITIES:**

- Daily processing of deposits and daily reconciliations for Wind Dancer Bar & Grille, Prairie Star Restaurant, Santa Ana Pro Shop, and Twin Warriors Pro Shop. Balance cash, checks, and credit card totals with register receipts and daily sales reports.
- Daily recording of all pertinent information into the payroll processing system.
- Post daily reconciliations to general ledger in QuickBooks including Accounts Receivables.
- Prepare bank deposits.
- Manage cash change needs of all departments as required.
- Sort, date, & distribute daily mail.
- Answer phones and confirm merchandise deliveries.
- Oversee all daily financial files and rotate annually.
- Assist HR with employee programs & events.
- Serve as backup to the Accounts Payable Specialist as needed.
- Other duties as assigned by the Finance Manager.

**7. SUPERVISORY RESPONSIBILITIES:** This position does not supervise others.

**PHYSICAL AND MENTAL REQUIREMENTS AND POTENTIAL HAZARDS  
(NA-Not applicable, NE-Not essential, O-Occasional, F-Frequent)**

	NA	NE	O	F
Speaking				X
Hearing				X
Interacting with others				X
Seeing in limited light	X			
Seeing objects at a distance			X	
Seeing objects peripherally			X	
Seeing close work (e.g., typed print)				X
Distinguishing colors			X	
Reading				X
Writing				X
Calculating				X
Editing				X
Evaluating				X
Interpreting				X
Organizing				X
Standing			X	
Sitting				X
Walking			X	
Running	X			
Bending, Twisting, Kneeling			X	

	NA	NE	O	F
Pushing/Pulling			X	
Climbing (includes into/out of cramped spaces)	X			
Crawling (includes into/out of cramped spaces)	X			
Repetitive motion of hands/fingers				X
Grasping with hand, gripping				X
Lifting/carrying 10-25 pounds			X	
Lifting/carrying 26-50 pounds	X			
Lifting/carrying more than 50 pounds	X			
Driving (regular class D license – list under # 22)		X		
Work in/exposure to inclement weather	X			
Work at heights (e.g., towers, poles)	X			
Exposure to dust, chemicals, or fumes, exhaust	X			
Exposure to loud noises	X			
Exposure to needles or sharp implements	X			
Exposure to electrical current (not outlets)	X			
Use of hazardous/dangerous equipment and/or machinery (e.g. chainsaws, explosives)	X			

**8. MACHINERY, TOOLS & EQUIPMENT:**

- Personal computer and software (Excel, Word, QuickBooks, & Outlook)
- Calculator/10-key
- Fax machine, copier, printer, & postage meter.
- Telephone System

## **Employee Certification**

I acknowledge that I have read and understand the Position Description for General Accounting Specialist and I agree to perform the requirements set forth in this document.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

## **Manager Certification**

I acknowledge that I have reviewed the Position Description for General Accounting Specialist with the above employee and acknowledge their signed receipt of the document.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name:** \_\_\_\_\_