

JOB DESCRIPTION



Job Title:	Senior Accountant
Department:	Accounting
Reports to:	Accounting Manager
Direct Reports:	None
Date Prepared:	January 2019
Job Summary	Responsible for maintaining general ledger account balances in conformity with GAAP. Prepares accurate monthly financial reports and accounting summaries. Examines accounting documents for accuracy and ensures compliance with internal control policies and procedures and accounting standards.
Essential Functions	<ol style="list-style-type: none"> 1. Prepares journal entries on a monthly basis. 2. Records financial transactions in accordance with GAAP. 3. Reconcile balance sheet accounts on a monthly basis by verifying, allocating, posting, reconciling transactions; resolving discrepancies. 4. Produce error-free accounting reports and present their results. 5. Monthly sales and use tax return preparation and transmittal for multiple counties and subsidiaries. 6. Understand internal control procedures and regulations. 7. Assist in maintaining and updating accounting policies and procedures. 8. Perform month end duties in accordance with closing schedule. 9. Analyze and communicate general ledger and other financial variances. 10. Prepare financial/analytical reports. 11. Prepare quarterly schedules and external and internal audit requests. 12. Assist with special projects.
Education and Experience	<ul style="list-style-type: none"> • Bachelor's degree in Accounting required. • 4 to 6 years of accounting or finance experience required.
Knowledge, Skills, Abilities	<ul style="list-style-type: none"> • Knowledge of generally accepted accounting principles and procedures. • Superior analytical and problem-solving skills. • Proven ability to work both independently and collaboratively with different levels of employees. • Superior analytical and problem-solving skills. • Knowledge of internal control procedures and regulations. • Familiarity with laws and regulations that apply to accounting and compliance. • Experience in a hospitality corporate environment preferred. • Knowledge of Microsoft Office, including strong Excel skills. • Knowledge of accounting software required, Oracle based JDEdwards General Ledger System, Jonas Club Management, IQWare and/or ProfitSage preferred. • Good analytical and verbal and written communication skills. • Strong attention to detail. • Strong organizational and analytical skills.
Physical Demands	<ul style="list-style-type: none"> • Ability to operate normal office equipment. • Extensive use of computer. • Ability to sit for extended periods of time. • Ability to lift up to 15 lbs.
Working Conditions	<ul style="list-style-type: none"> • Normal office environment.

The above statements are intended to describe the general nature and level of work being performed and are not an exclusive list of all duties and responsibilities. The St. Joe Company reserves the right to amend and change responsibilities to meet business and organizational needs.