

## JOB DESCRIPTION



**Job Title:** Manager - Accounting  
**Department:** Finance & Accounting  
**Reports to:** Chief Accounting Officer  
**Direct Reports:** Senior Accountant, Staff Accountant  
**Date Prepared:** September 2019

<b>Job Summary</b>	Oversee general accounting functions for our hospitality business segment. The Accounting Manager must be able to lead and motivate accounting staff members and increase department accuracy and efficiency. The Accounting Manager will delegate, supervise, and participate in accounting department tasks, oversee the recording, tracking, and reporting of financial information, hire, train, and motivate accounting staff members, enforce our organization's accounting procedures and internal controls and ensure that the department operates efficiently without sacrificing accuracy.
<b>Essential Functions</b>	<ol style="list-style-type: none"> <li>1. Hiring, training, and motivating accounting staff members while supervising and delegating department tasks.</li> <li>2. Manages daily accounting and reporting activities including general accounting, property accounting, payroll accounting and internal auditing.</li> <li>3. Overseeing the daily activities of the accounting department and ensuring that all major projects, month-end, and year-end reports are completed accurately and on time.</li> <li>4. Evaluating, developing, and improving department controls, systems, and procedures to increase accuracy and efficiency.</li> <li>5. Ensuring that all accounting processes align with GAAP, current financial legislation and SEC / governmental regulations.</li> <li>6. Prepares financial analyses, financial reports and statistics, including creating reports for management, stakeholders and external parties, such as property owners</li> <li>7. Take responsibility for annual budgeting, interim forecasting, revenue and expenditure variance analysis and capital assets reconciliations.</li> <li>8. Set up and monitor hospitality related KPIs to assist management in making decisions.</li> <li>9. Keep informed about the latest developments in the hospitality industry.</li> </ol>
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Accounting or Finance required.</li> <li>• CPA preferred.</li> <li>• 5 to 7 years of accounting experience, including a minimum of 3-4 years in the hospitality industry, as well as prior supervisory experience required.</li> </ul>
<b>Knowledge, Skills, Abilities</b>	<ul style="list-style-type: none"> <li>• Knowledge of generally accepted accounting principles and procedures, as well as internal control procedures and regulations.</li> <li>• Knowledge of accounting software required, Oracle based JDEdwards General Ledger System, Jonas Club Management, IQWare and/or ProfitSage preferred.</li> <li>• Knowledge of federal reporting requirements including SEC reporting.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Ability to resolve problems/conflicts in a diplomatic and tactful manner.</li> <li>• Strong leadership skills.</li> <li>• Ability to manage multiple tasks simultaneously.</li> <li>• Strong organizational skills.</li> <li>• Superior analytical and problem-solving skills.</li> <li>• Knowledge of Microsoft Office, including strong Excel skills.</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• Ability to operate normal office equipment.</li> <li>• Extensive use of computer.</li> <li>• Ability to travel.</li> <li>• Ability to sit for extended periods of time.</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Normal office environment, with occasional travel to other office locations.</li> </ul>

*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.*