

## JOB DESCRIPTION



<b>Job Title:</b>	Staff Accountant
<b>Department:</b>	Accounting
<b>Reports to:</b>	Accounting Manager
<b>Direct Reports:</b>	None
<b>Date Prepared:</b>	March 2019
<b>Job Summary</b>	Maintains assigned general ledger account balances in conformity with GAAP. Prepare daily reports on property statistics and results of operations. Prepares and assists in the preparation of accurate monthly financial reports and accounting summaries. Examines accounting documents for accuracy and ensures compliance with internal control policies and procedures and accounting standards.
<b>Essential Functions</b>	<ol style="list-style-type: none"> <li>1. Prepares journal entries on a monthly basis.</li> <li>2. Records financial transactions in accordance with GAAP.</li> <li>3. Reconcile balance sheet accounts on a monthly basis by verifying, allocating, posting, reconciling transactions; resolving discrepancies.</li> <li>4. Produce error-free accounting reports and present their results.</li> <li>5. Monthly sales and use tax return preparation and transmittal for multiple counties and subsidiaries.</li> <li>6. Understand internal control procedures and regulations.</li> <li>7. Prepare daily income journals and daily reporting requirements from both POS and PMS systems.</li> <li>8. Perform month end duties in accordance with closing schedule.</li> <li>9. Analyze and communicate general ledger and other financial variances.</li> <li>10. Prepare financial/analytical reports.</li> <li>11. Perform daily cash analysis and uploads.</li> <li>12. Assist with special projects.</li> </ol>
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree in Accounting required.</li> <li>• 1-2 years of accounting or finance experience required.</li> </ul>
<b>Knowledge, Skills, Abilities</b>	<ul style="list-style-type: none"> <li>• Knowledge of generally accepted accounting principles and procedures.</li> <li>• Strong analytical and problem-solving skills.</li> <li>• Proven ability to work both independently and collaboratively with different levels of employees.</li> <li>• Knowledge of internal control procedures and regulations.</li> <li>• Familiarity with laws and regulations that apply to accounting and compliance.</li> <li>• Experience in a hospitality corporate environment preferred.</li> <li>• Knowledge of Microsoft Office, including strong Excel skills.</li> <li>• Knowledge of accounting software required, Oracle based JDEdwards General Ledger System, Jonas Club Management, IQWare, Dataplus, MICROS, Shopify, SHIFT 4, ALOHA, and ProfitSage preferred.</li> <li>• Good verbal and written communication skills.</li> <li>• Strong attention to detail.</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 sit for extended periods of time.</li> <li>• Ability to lift up to 15 lbs.</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Normal office environment.</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.*