

ACCOUNTING MANAGER I

DEPARTMENT: FINANCE

RATE OF PAY: BOE

JOB STATUS: EXEMPT / FULL-TIME

REPORTS TO: Director of Finance



SUMMARY:

Alabama Adventure is seeking an Accounting Manager to assist the Finance Director in overseeing and managing all financial aspects of the park. This mid management level position is responsible for the daily operation of the Accounting, Accounts Receivable, Accounts Payable, Cash Control, Ticketing, and Audit areas for the park, and for providing timely and accurate Park Daily Operating Reports. This position assists the Director in providing timely and accurate financial reports and forecasts, as well as assisting in the preparation of budgets and managing cash flow.

KEY DUTIES AND RESPONSIBILITIES:

- Manage all aspects of the Cash Control and Ticketing Areas
- Manage all aspects of a Seasonal Work Force including: Training, Scheduling, Discipline, and Motivation
- Process Accounts Payable including Purchase Orders and Remittance
- Process Accounts Receivable including Invoicing, Credit Analysis, and Collections
- Prepare and Post Routine General Journal Entries including all Payroll Entries
- Prepare Physical Inventories and Record Monthly Cost of Sales
- Reconcile Bank and General Ledger Accounts
- Create analysis and reporting in Support of Management
- Ensure compliance with all internal controls and GAP
- Manage all aspects of Sales and Use tax Collection, Payment and Reporting
- Comply with and enforce all Loss Prevention Policies and Procedures
- Coach and document all team member related incidents
- Assist Director with various finance and special projects as needed
- Respond to vendor, customer and employee questions timely and professionally
- Serve as Park Manager on Duty as assigned
- Willfully perform duties in any department when necessary and as required

SKILLS / QUALIFICATIONS / REQUIREMENTS:

- Three to five years of progressive experience in Accounting or Finance
- Experience in Loss Prevention a plus
- Prior Accounting Management and/or Theme Park Experience a plus
- Bachelors Degree preferred in Accounting/Finance
- Experience with Excel required; Experience with Great Plains desired
- A Self Starter with the ability to thrive in fast paced dynamic environment
- A sense of urgency with "Can Do" attitude
- Able to pass credit and background checks
- Ability to work independently
- A working knowledge of Microsoft Office Products.
- Ability to lift a minimum of 50lbs.
- Able to work nights, weekends, and holidays throughout summer months (we are a seasonal business).
- Able to sit, stand, or walk for long periods of time.

HOW TO APPLY (NO PHONE CALLS PLEASE)

All interested candidates should submit a resume to:
Tony Sanders – HR Manager
tsanders@alabamaadventure.com
205-481-4758 Fax
Please include a desired salary range when submitting your resume.