



MIRAMONT



Business Manager

JOB SUMMARY

As the Accountant/Business Manager (BM) for the Club one will be required to handle and manage all accounting functions for the Club with support from the corporate office. This job requires an extreme level of accuracy and attention to detail. The BM must remain approachable while maintaining all structured deadlines. This position requires a great deal of flexibility as well as sense of equality and ethics. The BM acts as the financial compass for the Club.

ESSENTIAL JOB FUNCTIONS

Accounting:

- Responsible for creating, generating, distributing and analyzing daily, monthly and quarterly reports regarding Club financials.
- Process daily deposits involving cash, check, credit card and ACH while maintaining a detailed log of all transactions.
- Handles all petty cash requisitions for cash bars and other necessary Club operations. This involves insuring flawless record keeping of allocations and transition of monies.
- Required to handle all preliminary A/P procedures ensuring proper taxation and coding for all requests for payment (check requests).
- Ensures all new vendor procedures are complete and accurate before business transactions occur. Process includes but is not limited to acquisition of W-9, Texas Sales and Use Tax certificates, credit applications, new vendor forms, Certificates of Liability Insurance, etc.
- Manages the entire A/R processing (member billing) from start to finish on a monthly basis.



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- Responsible for outlining and submitting all A/R corrections and adjustments to corporate accounting and auditing on a weekly basis.
- Audits all food, beverage, golf and tennis inventories on a monthly basis and sends validation to corporate accounting. This includes participating in the inventory count on a rotating basis.
- Oversees physical count of entire Clubhouse on an annual basis.
- Responsible for fiscal year budget process with assistance from the General Manager. This process involves planning/scheduling all meetings with individual Department Heads as well as version and final reviews
- All budget reallocation (corrections) requests are received by the BM who consolidates the requests and submits to corporate accounting. Responsible for accuracy and validation of all corrections.
- Responsible for maintenance and tracking of Certificates of Liability Insurance for all vendors.
- Will implement and maintain purchasing limits for all staff.
- Oversee the Purchasing Department
- Coordinate and track water requisitions interdepartmentally.
- Audit Membership files as they are completed to ensure that all billing is set up correctly.
- Conduct annual audit of membership billing for dues and annual fees.
- Create and maintain analytical reports for departments as requested by the General Manager.
- Create a monthly variance report as part of the monthly financial reports.
- Work with corporate accounting office to ensure that all sales and expenses are accounted for accurately and within the correct month.
- Create commission reports for all commissioned employees.
- Assist payroll with verifying Service Charge Spreadsheet
- Provide oversight and audit all package billing to ensure accuracy.
- Reconcile balance sheet accounts
- Create sales tax report for corporate
- Revise service charge spreadsheets to ensure accuracy for payroll
- Other duties as assigned by the General Manager or Corporate accounting office.

SPECIAL REQUIREMENTS

- Ability to keep information confidential and operate with honesty and integrity.
- Must possess an outgoing personality and be courteous and tactful at all times.
- Must be able to show compassion, kindness and respect while maintaining the Club's best interest.
- Ability to effectively communicate in a professional manner to members, guests and staff.



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- Excellent supervisory skills.

JOB QUALIFICATIONS

- Good attitude.
- Highly motivated self-starter.
- High School diploma or equivalent.
- Prefer accounting degree/experience in accounting.
- Knowledge of GAAP.
- Proficiency in Microsoft Office (Power Point, Excel, Word, Outlook).
- Extremely strong communication skills using spoken and written words.
- The ability to sit for long periods of time at a computer.
- Must be able to handle stress in a healthy and professional manner.
- Has an ability to learn new technologies as necessary.
- Ability to keep information confidential and operate with honesty and integrity.
- Ability to effectively communicate in a professional manner to members, guests and staff.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to stand; walk; and use hands to handle or feel. The employee is required to sit and reach with hands and arms; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must have the ability to multi-task and complete tasks in an accurate and timely manner.

This job description is an outline of job requirements and may not include all job functions that will be required by Miramont Country Club. This description is subject to change without notice.

Email your completed application to ahernandez@miramont.cc.



Team Member Pledge

We embrace the character and tradition of Miramont and commit to uphold and enhance these qualities in all that we do. We will create a **“Home Away From Home”** for our Members and Guests.

We value each other, and endeavor to create a positive working environment where mutual **respect** and **dignity** is our way of life.

We will do everything we can to make the answer **“YES!”** for each Member and Guest, and we will never begin a sentence or phrase with the words **“no”** or **“not.”**

We recognize the **importance of children and families**; we will create and foster an environment and culture that encourages children and families to use the Club.

We are a team of dedicated and passionate professionals, and pledge to work daily to become **experts** at our chosen profession.

We will strive to continually **evolve** ourselves and our Club; we believe deeply that we can always improve.

We believe that **recognition** is paramount to our success and we will work tirelessly to learn our Members and Guests (sur)names and preferences and use them constantly and consistently.

We will **be the first to communicate**, we will make eye contact, introduce ourselves and always greet our Members, Guests, Vendors and Teammates with a smile and a warm welcome.

We will **work safely every day** and promote a culture of safety in everything that we do.

We will be well-groomed and professional in our appearance and actions; **we are ladies and gentlemen.**

We will always **walk** Members and Guests to their destination and **introduce** them as applicable.

We will endeavor to be **extraordinary** in everything, by everyone, every day.

SKILLS:

- Typing _____ WPM
- 10-Key _____ Touch _____ Sight _____
- Data entry _____
- Switchboard or multi-line phone systems _____ (Number of Lines)
- Other: _____

COMPUTER:

- Jonas _____
- Software (to include word processing, spreadsheets, databases or other applications): _____
- Hardware: _____
- Programming: _____
- Operating Systems: _____
- Other: _____

EDUCATION:

Name	Address	Major	Circle Last Year Completed	Did you graduate?	Degree
High School/Preparatory			1 2 3 4		
Business School			1 2 3 4		
College			1 2 3 4		
Graduate Work			1 2 3 4		
Other (Describe)			1 2 3 4		

If you did not graduate, why did you leave school or college? _____

Are you planning or pursue further studies? Yes No Day School Night School

If so, when, where, and what courses? _____

Schedule (if currently enrolled): _____

INTERESTS: *Use the space below to describe your interest in the Company and the skills and aptitudes that you feel qualify you for a position at this Institution. You may wish to include civic and community activities, professional societies in which you participate, hobbies, sports, special training or skills such as typing, accounting and the like. If you need more space, please continue on a separate sheet or the back.*

WORK HISTORY: *Start with your present or most recent job. Please list all previous employers – including any periods of self-employment, part-time and temporary/seasonal work. Include only employers located in the United States. If you need additional space, please use the back of this page.*

1	Company		Address		Telephone
	Dates Employed From	To	Job Title <input type="checkbox"/> PT <input type="checkbox"/> FT	Starting Salary	Ending Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time					
					Reason for leaving

2	Company		Address		Telephone
	Dates Employed From	To	Job Title <input type="checkbox"/> PT <input type="checkbox"/> FT	Starting Salary	Ending Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time					
					Reason for leaving

3	Company		Address		Telephone
	Dates Employed From	To	Job Title <input type="checkbox"/> PT <input type="checkbox"/> FT	Starting Salary	Ending Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time					
					Reason for leaving

4	Company		Address		Telephone
	Dates Employed From	To	Job Title <input type="checkbox"/> PT <input type="checkbox"/> FT	Starting Salary	Ending Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time					
					Reason for leaving

5	Company		Address		Telephone
	Dates Employed From	To	Job Title <input type="checkbox"/> PT <input type="checkbox"/> FT	Starting Salary	Ending Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time					
					Reason for leaving

6	Company		Address		Telephone
	Dates Employed From	To	Job Title <input type="checkbox"/> PT <input type="checkbox"/> FT	Starting Salary	Ending or Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time					
					Reason for leaving

May we contact the above Employers for reference checking purposes? Yes No

Please identify, by number, any Employer you do not wish us to contact. _____

REFERENCES: *Please list the names, email addresses and phone numbers of two personal references, excluding relatives.*

GENERAL INFORMATION:

Part of our employment process will involve a background investigation. The background investigation will include a criminal investigation and may include the procurement of your fingerprints. (In the event fingerprints are procured, they will be processed by the Federal Bureau of Investigation.) This process is designed to notify the Company of any criminal record you may have.

It is critical that the questions listed below be completed fully and accurately. Please note that a conviction or pretrial diversion or similar program does not automatically disqualify you from employment. It is our preference to discuss any potential concerns prior to employment. If you are employed by the Company, and there is a discrepancy between law enforcement records and any of your responses to the questions below, you may be terminated at any time during your employment.

Have you ever been refused bonding coverage or had bonding coverage canceled? Yes No

If yes, please explain: _____

Have you ever been convicted of any criminal offense (including misdemeanor or felony or any other categories or types of offenses) or agreed to enter into a pretrial diversion or similar program, including deferred adjudication, in connection with prosecution for such an offense? Yes No

If yes, please explain: _____

CERTIFICATION AND ASSENT:

I hereby certify that the statements I have made are true, and, if I am subsequently employed by the Company, that I may be subject to discharge if they are found to be false. I have provided the information above voluntarily and without coercion. I also understand that employment and continued employment is conditional upon the Company securing and retaining an acceptable fidelity bond on me.

I understand that the Company is required to make an inquiry regarding criminal records which may include procuring my fingerprints, at the Company's expense, and I agree to have my fingerprints submitted to the Federal Bureau of Investigation and other law enforcement officials and agencies nationwide for a criminal records investigation. The Company reserves the right to perform a criminal background investigation, which may include the submission or resubmission of fingerprints, on current employees, at any time. Employment and continued employment is contingent upon a satisfactory investigation.

I release the Company, its predecessors, successors, subsidiaries, past and present officers, directors, agents, servants, employees, and assigns from any and all claims relating to the criminal background investigation and/or my submission to being fingerprinted and relating to any consequences from the fingerprinting program.

Signature of Applicant

Date

This Organization Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents you present for use on the Form I-9.

To determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo matching tool to match the photograph appearing on some permanent resident cards, employment authorization cards, and U.S. passports with the official U.S. government photograph. E-Verify also checks data from driver's licenses and identification cards issued by some states.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the employment eligibility verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 800-255-7688, 800-237-2515 (TDD) or at www.justice.gov/crt/osc.

E-Verify Works for Everyone

For more information on E-Verify, please contact DHS:

888-897-7781

www.dhs.gov/E-Verify

NOTICE:

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.



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