



Mendham Golf & Tennis Club

2 Golf Lane, Mendham, NJ 07945
973.543.6524

Job Posting: Accounting Specialist

Mendham Golf & Tennis Club is seeking an experienced Accounting Specialist to support our Controller. This is a 30-hour/week part-time role with the high potential to become full time.

Mendham Golf & Tennis Club is a private equity Club located in Mendham, NJ. The Club was founded in 1958 and offers amenities including a newly renovated and expanded clubhouse, 18 hole golf course, Par 3 course, indoor golf simulator, five Har-Tru tennis courts and four paddle courts.

Job Tasks/Duties

- Maintains journals, checks registers, bank reconciliations, accounts receivable, accounts payable, inventories, general journal, payroll and personnel files, tax reports, depreciation accounts, and financial statements.
- Produces computer reports including accounts receivable, accounts payable, general ledger and monthly financial statements.
- Reconciles all bank statements, prepares and makes bank deposits.
- Maintains an orderly accounting and filing system.
- Audits and pays all club bills and invoices after approval for payment.
- Prepares inventory worksheet and crosschecks prices paid with invoice prices.
- Assists Controller on all matters related to computer applications, annual and special audits, insurance and employment records.
- Assists in preparation of other accounting reports and helps Controller as necessary.
- Attention to detail, speed, accuracy & ability to follow through on assigned tasks.

Education and/or Experience

- Associate's degree in accounting or business administration
- Minimum of two years accounting or bookkeeping experience, including accounts payable, accounts receivable, payroll, general ledger and financial reports.
- Private club experience preferred but not required.

Physical Demands and Work Environment

- Must be able to reach, bend, stoop, stand and lift up to 40 pounds.
- Must be able to sit for prolonged periods of time.
- Must be able to work at the Club 5 days a week.
- Moderate noise level in the work environment.

Job Knowledge and Core Competencies

- Ability to operate Windows and other software systems and other equipment.
- Familiarity with Generally Accepted Accounting Principles.
- Knowledge of and ability to perform required role during emergency situations.

Please email resume to Beth Tutty at btutty@mgtc.club. No phone calls please.