

Entry Level Staff Accountant

Reports to: Accounting Manager

Type of Employment: Full-time, Non-Exempt

Salesmanship Club of Dallas

Founded in 1920, the [Salesmanship Club of Dallas](#) is a nonprofit service organization of more than 600 business leaders dedicated to building and repairing social emotional health for children through the programs of [Momentous Institute](#). The Salesmanship Club of Dallas has hosted [THE CJ CUP Byron Nelson](#) golf tournament for 50+ years. The tournament has raised \$185 million for Momentous Institute since 1968. Each year, Momentous Institute directly serves 5,500 children and family members through its nationally acclaimed Momentous School, innovative therapeutic services, and research and training. With an emphasis on innovation, collaboration and training, Salesmanship Club offers a truly dynamic work environment.

Job Description

The Finance department is part of the Shared Services team which provides services to the Club, Momentous Institute, and THE CJ CUP Byron Nelson. This position is responsible for the preparation of financial information for the organization's various entities which include the following: Salesmanship Club of Dallas, Salesmanship Club Charitable Golf of Dallas, Salesmanship Club Foundation, Salesmanship Club Foundation Charitable Properties, and Momentous Institute. Excellent organization and time management skills are required.

Key Responsibilities

Accounts Payable

- Manage the SCD, SCCGD, and MI company credit card transactions by sending statements to cardholders, reconciling receipts, and recording transactions.
- Process expense reimbursements through the payroll management system.
- Provide backup for AP Specialist as needed to process check requests and invoices for all entities.

Accounts Receivable

- Provide backup to AR specialist as needed for entering invoices and payments in Digital Cheetah, Financial Edge, and Raiser's Edge, making deposits, and recording cash receipts.

General Ledger

- Reconcile monthly merchant statements with bank statements.
- Reconcile bank accounts for various entities.
- Record, reconcile, and prepare payments for intercompany transactions.
- Record monthly journal entries for Momentous, SCD, SCF, and SCFCP.
- Record journal entries for all entities as needed.
- Assist in the gathering of information and preparation of schedules and reports for the annual financial statement audit and tax returns.

Reporting & Analytics

- Prepare monthly reports for managers as requested.
- Deliver monthly financial statements to Momentous directors.

- Track and analyze meal plan spending for weekly luncheon budget.
- Assist in annual budget preparation for all entities, which includes obtaining information from the general ledger to forecast, analyze, and prepare budget worksheets.
- Ad hoc reporting and other analytical projects as requested.

Accounting & Staff Support

- Maintain filing system for Finance department.
- Monitor the accounting department email inbox by answering or directing requests to the appropriate team members.
- Order supplies for Shared Services staff as requested via preferred vendor.
- Provide backup to finance team members as needed.
- Track and manage club member uniform inventory.

Club Member & Organizational Support

- Provide support to Club members needing assistance with Digital Cheetah.
- Assist with Salesmanship Club weekly luncheon and member events as requested.
- Help with the annual Changing the Odds Conference as needed.
- Work in tournament headquarters during the AT&T Byron Nelson as needed.

Required Skills

- Bachelor's degree with concentration in finance or accounting or equivalent qualifying experience.
- Computer experience with Microsoft Office products including Excel, Word, Outlook, PowerPoint.
- Knowledge in general ledger accounting package.
- Excellent organizational skills with the ability to establish and maintain reasonable and attainable priorities and deadlines for multiple, diverse tasks.
- Ability to shift quickly and frequently among multiple projects while maintaining a professional, pleasant attitude.
- Professional demeanor with the ability to work with Salesmanship Club members, volunteers, vendors, tournament sponsors, and fellow staff members.
- Flexibility in working with different personalities and management styles.
- Responsible, dependable, self-starter, dedicated and eager to work in a fast-paced, ever-changing environment.
- Willingness to proactively assist other accounting department staff when needed.
- Strict attention to detail.
- Excellent oral and written communication skills.
- Ability to maintain strict privacy when dealing with confidential information.

The ideal candidate will exhibit Shared Services' core values:

Collaboration, Commitment, Excellence, Service, Respectfulness.

Physical Requirements:

- Requires reaching, carrying, pushing, pulling, and fine motor manipulation of files weighing up to 15 pounds.
- Constantly remaining in a stationary position, often standing, or sitting for prolonged periods.

- Requires fine motor manipulation and ability to read and distinguish files and documents.
- Local travel to various worksites is required.

Interested:

Applications are currently being accepted and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply. Please send letter of interest and resume to:

Madeline Moren

Accounting Manager

madeline.moren@salesmanshipclub.org

Momentous Institute/ Salesmanship Club of Dallas maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute/ Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry

Policy Statement

No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute/ Salesmanship Club of Dallas will fully cooperate with authorities if allegations of abuse are made requiring investigation.