



Entry Level Staff Accountant - AR

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.

Job Description

This position is responsible for collecting and processing payments and utilizing accounting skills to prepare general ledger entries and reports for the various Salesmanship Club entities. This position will provide services to the Salesmanship Club, Momentous Institute, THE CJ CUP Byron Nelson, Salesmanship Club Foundation, and Salesmanship Club Foundation Charitable Properties. Excellent organization, teamwork, and time management skills are required.

Key Responsibilities

Accounts Receivable

- Use Financial Edge, Raiser's Edge, Archtics, HubSpot, and other subledger databases.
- Collect revenue, reconcile, prepare deposits, and book general ledger entries.
- Prepare invoices and statements, apply payments, track, and report collections.
- Deposit revenue to various bank accounts via bank scanners and in-person deposits at our banking locations.
- Export, reconcile, enter, and post journal entries for month end credit card receipt transaction reports from Blackbaud Merchant Services, iDonate, Square, Stripe and PayPal, and other websites.
- Prepare intercompany journal entries for revenue and expense items.
- Ensure all accounts receivable general ledger accounts are in balance with their respective subledger databases.
- Serve as point-of-contact for accounts receivable.

Other Accounting Duties & Staff Support:

- File annual Momentous sales tax return.
- Assist with 1099 vendor reconciliation and mail preparation for year-end filing.
- Assist in annual budget preparation.
- Prepare audit schedules and assist with annual audits.
- Prepare financial reports as needed.
- Cross-train and provide backup for accounts payable and other tasks as needed.
- Maintain filing system for Finance department.
- Assist in the preparation and distribution of monthly financial packets for directors and meetings.
- Assist with Club luncheons and events in various roles as needed.
- Respond to all staff questions and requests.

THE CJ CUP Byron Nelson, Changing the Odds Conference, and other Event Support

This role varies with levels of responsibility as needed.

- Be familiar with the course layout, venue locations, events, and pricing.

- Assist with Club/Volunteer uniform distribution and inventory tracking.

Skills and Education Requirements

- Bachelor's degree with concentration in accounting, finance preferred 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 and 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. Able to proactively assist other accounting department staff when needed.
- Strict attention to detail and excellent oral and written communication skills.

The ideal candidate will exhibit Shared Services' core values:

Collaboration, Commitment, Excellence, Service, Respectfulness.

Physical Requirements:

- Reaching, carrying, pushing, pulling, and fine motor manipulation of files weighing up to 15lbs
- 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 maintain 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