

Linville Resorts, Inc.

THE ESEEOLO LODGE • LINVILLE GOLF CLUB

Position

Assistant Controller

Job Summary

The Assistant Controller is responsible for assisting the CFO in the daily accounting operations of the Resort, responsible for insuring the integrity of all accounting tasks, for assisting in developing accounting procedures and manuals documenting those procedures.

Key Responsibilities

Accounts Receivable:

- Prepare and mail out monthly statements to members and guests.
- Reconcile membership and guest accounts as needed and communicate with members and guests regarding any billing questions and inquiries.
- Prepare monthly aging report and assist with handling collections.
- Reconcile daily receipts and billings.

Payroll:

- Review and assist with the processing of bi-weekly payroll.
- Prepare and print appropriate payroll reports for management.
- Assist in preparing and paying payroll taxes.

Other:

- Maintain fixed asset detail records.
- Reconcile general ledger accounts as directed by the CFO.
- Prepare reports and tasks as directed by CFO and General Manager.
- Assist with Accounts Payable functions.

Education /Experience/ Skills:

- Bachelor's degree in Accounting preferred.
- Two or more years of club accounting experience preferred.
- Experience with "NorthStar" software preferred or other club software experience.
- Proficient with MS Excel, Word & Outlook.
- Exceptional communication, interpersonal and customer service skills.
- Strong organizational skills required; including good time management skills and absolute attention to detail.

Compensation:

Salary commensurate with experience
Health & Dental benefits
Participation in 401(k) plan
Paid Time Off

Please submit resumes to denise@eseeola.com or mail to:

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