

Orleans Country Club – Payroll & Accounts Payable Clerk



Job Title:	Payroll and Accounts Payable Clerk
Supervised by:	OCC Bookkeeper
Supported by:	OCC Treasurer
Supervises:	None
Wage:	Negotiable depending upon education and experience
Status:	Full year with minimal hours per week off season December through March and generally 8 -12 hours per week April through November

Purpose Orleans Country Club Board of Directors is seeking a detail-oriented and experienced Bookkeeper to manage payroll and accounts payable transactions of our golf course. The ideal candidate will ensure the accuracy of financial data.

Essential Responsibilities

1. Financial Management

- Receives invoices to be paid from the Treasurer, General Manager, Course Superintendent, Bar/Restaurant Manager, and Kitchen Manager. Enters all invoices into QuickBooks and manages accounts payable files, processing payments via paper checks given to the Treasurer for signature and mailing as well as electronic payments in QuickBooks, ensuring timely payments.

2. Payroll Administration

- Enters all new hires into QuickBooks and report to the State of Vermont via the New Hire Report. Maintains complete personnel records for all employees.
- Processes employee payroll weekly, including calculating wages, taxes, and benefits.
- Maintains payroll records (files) and ensure compliance with labor laws.
- Prepares and Files quarterly and annual payroll reports including 941, 940, FUTA, SUTA, State Withholding, W-2 and W-3 and all other required quarterly and annual filings ensuring timely submission.
- Prepares and sends to all employees annual W-2's no later than January 31 annually for the prior calendar year.

3. Administrative Support

- Maintains financial filing systems, including invoices, receipts, and contracts.
- Collaborate with department heads to ensure accurate record-keeping and financial accountability.
- Maintains confidentiality of the business of the Orleans Country Club Board.
- Meets with the OCC Bookkeeper to discuss payroll and accounts payable related issues.
- Attends OCC Board of Directors meetings if requested.

Qualifications

- Proven experience as a Bookkeeper, preferably in a hospitality or recreational facility setting.
- Proficiency in QuickBooks accounting software, and MS Office Suite, particularly Excel.
- Understanding and prior experience with nonprofit organizational accounting and financial management and documentation.
- Strong understanding of accounting principles and financial reporting.
- Excellent organizational skills and attention to detail.
- Strong communication and problem-solving abilities.
- (Preferred) Knowledge of the golf industry and its financial operations.

Education and Experience

- (Preferred) Associate's or bachelor's degree in accounting, finance, or a related field OR
- Minimum of 5 years of bookkeeping experience with QuickBooks software.

Working Conditions

- Office setting available within the golf course facility during the golf season. Required home office use during off season. Option to work remotely year round. May require occasional weekend or holiday work to meet deadlines.
- Laptop with QuickBooks accounting software and printer provided as well as needed ink and paper, check envelopes and other office related supplies required to fulfill the duties of Bookkeeper.