



### **Club and Bookkeeper Job Overview:**

Franklin Country Club, Inc. is a 501c7 not for profit private country club in Franklin-Wrentham Massachusetts having a rich tradition for over 125 years. The club's amenities include a highly respected 18-hole golf course, state of the art Practice Facility, swimming pool, and both banquet and a la carte dining facilities.

The ideal candidate will be of high integrity, excel at collaboration, operate with a strong team spirit, possess the ability to manage effectively, and excel at documentation. Experience in golf, or other Hospitality industry, and the Jonas accounting system is a significant plus.

The Bookkeeper is responsible for all accounting tasks related to:

**Membership:** Maintaining membership database (Jonas), categories, billing items, corrections, deposits and reconciliations, electronic and via mail/checks. Dues reconciliations and corrections.

**Accounts Payable:** Receiving and tracking invoices, processing, coding, obtaining authorization, recording and payment. Also responsible for all ACH invoice processing.

**Payroll** (JONAS; iSolved/CPS): Weekly processing and reconciliation to time and attendance, verification and submission.

Various journal/ap entries for ACH, and other transactions resulting from bank account activity.

Filing Meals and Sales tax with State.

Monthly GL review for coding issues/missing items.

Knowledge of Jonas Country Club software a plus.

### **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Associates Degree in a related field or equivalent experience.
- Minimum 2 years of experience in a related field.
- Attention to Detail.
- Ability to communicate effectively with co-workers, managers and members.
- Ability to plan and organize work.
- Strong computer skills, understanding of accounting software, email, spreadsheets.
- Good understanding of Country Club processes and culture.
- Ability to function well in a Team approach.
- Basic math skills to make accurate calculations and estimates.
- Experience in the club or hospitality industry a plus, and experience with Club Software (JONAS, Membersfirst, etc) is preferred

**Compensation:** Commensurate with qualifications and experience. A Part-time position to start, this could turn into a full-time role for the right candidate

Please send your cover letter resume to Linda Styles at [lstyles@franklincc.com](mailto:lstyles@franklincc.com)