



**Job Title:** Accounting Clerk

**Reports To:** Controller

**Supervises:** N/A

### ***The Position***

The Accounting Clerk position works as part of a team that is responsible for producing timely and accurate Member statements, vendor payments, and Club financials. The position is assigned duties that are part of the overall accounting process and will be the first line of contact for members, vendors, and Staff providing a high level of pleasant, timely assistance and information. This entry level role will allow an individual the opportunity to learn and develop their accounting skills in a professional Club setting. Pelican Isle Yacht Club is currently offering a flexible part-time or full-time opportunity for the right candidate if desired.

### ***Pelican Isle Yacht Club***

A Member-owned private Club in North Naples with 450 Memberships, 190 Boat Slips, a beautiful campus with rich amenities and an active "on-the-water" lifestyle. The Club is comprised of Members and Employees who are proud of our friendly and inclusive atmosphere, professional organization, and beautiful location. PIYC is recognized by Club Leader's Forum as the #7 Yacht Club in America on the Platinum Clubs List and on the top 50 Platinum Clubs of the World.

### ***Primary Duties and Responsibilities***

Primary duties include, but are not limited to:

#### **Accounts Receivable**

- Reconciling and posting daily transactions.
- Interacting with Members and posting account adjustments.
- Posting and tracking of Member payments, preparation of ACH payment details.
- Processing monthly Member statements.

#### **Accounts Payable**

- Receiving and tracking departmental invoices. Reconciliation of monthly vendor statements.
- Working with Managers to ensure accurate coding and posting of invoices.
- Timely processing and filing of vendor checks.
- Maintaining vendor lease and contract files, W-9 forms, and insurance certificates.

### ***Additional Position Requirements***

- Maintaining office equipment and related contracts.
- Coordinating and working with remote IT technical support companies regarding computer and internet issues.
- Maintaining confidentiality in all aspects of Management, Staff, and Club information.

- Assisting Controller on all matters related to audits, insurance, and employment records.
- Working closely with Members, vendors, and co-workers with a high level of customer service.
- Performing general duties as needed for the accounting and administrative departments.
- Ordering and monitoring office supplies to ensure adequate inventories.

### ***The Ideal Candidate***

- Is established in Southwest Florida and will not need to relocate for this role.
- Available to start within 14-30 days of accepting an offer.
- Has a reliable vehicle or mode of transportation.
- Has a High School Diploma/ GED plus one to two years of work experience in a Member-owned Club or similar setting, or currently enrolled in an accounting/ hospitality college program.
- Possesses excellent oral and written communication skills.
- Enjoys participating in a collaborative environment.
- Ability to work independently, remain on task, and seek guidance as needed.
- Comfortable multitasking and prioritizing daily, monthly, and annual tasks to meet deadlines.
- Maintains professional appearance and behavior.
- Adhere to time and attendance policy and when authorized, willing to work additional hours to meet deadlines or attend scheduled events on occasion if necessary.
- Willingness to learn, grow and accept challenges.

### ***Physical Demands and Work Environment***

- Must be able to sit, stand, walk, climb stairs.
- Must be able to sit for prolonged periods of time.
- Moderate noise level in the work environment.

*Pelican Isle Yacht Club is a positive work environment, supports continuing education and offers excellent benefits. Compensation is commensurate with experience. Interested candidates should send a resume and compelling letter of introduction to [apply@piyc.net](mailto:apply@piyc.net).*