


JOB DESCRIPTION	JOB TITLE: Accounting Clerk	
	Job Location: Utah Olympic Oval Reports to: Accountant Function Area: Administration	Position Code: 020 Pay Grade: 5 Type: Full-Time (30-40 hrs/wk)

Job Title: Accounting Clerk

Come be a part of the Olympic Legacy in Utah! The Utah Olympic Legacy Foundation is currently looking for an Accounting Clerk to join their accounting team. This position will report to the Accountant and will be an integral part of recording daily and monthly financial activity for three Olympic Venues – Utah Olympic Oval (Kearns), Utah Olympic Park (Park City) and Soldier Hollow Nordic Center (Midway). This position will be based at the Utah Olympic Oval in Kearns and will be approximately 30-40 hours per week.

Major Tasks, Responsibilities and Accountability


- Provide accounting and clerical support to the accounting department and other department managers
- Record Revenue for three venues
 - Run daily Point of Sale (POS) system reports and verify, enter, monitor, and report on discrepancies or issues.
 - Reconcile merchant reports to POS system
 - Assist in correct invoicing of customers
 - Monitor customer accounts and work with department managers and accounting manager for collection of non-payment and delayed payment
 - Research any POS revenue errors
 - Month end journal entries and reconciliations related to revenue
- Inventory
 - Verify and submit retail and concession inventory invoices for payment
 - Oversee bi-annual retail inventory physical count
 - Record monthly inventory entries
 - Approve and track retail purchase orders
- Enter various general journal entries monthly as assigned
- Reconcile merchant account to bank
- Research and respond to merchant chargebacks
- Assist with audit preparations annually
- Assist with updating Accounting Policies and Procedures as needed
- Distribute mail daily
- Monitor and order office supplies
- Backup to PT AP Clerk
- Enter and reconcile company credit card charges
- Tracking of event expenses
- Other tasks as assigned

Required Knowledge and Essential Skills

- Prior accounting experience required
- Knowledge of accrual accounting preferred
- Superior organizational and oral/written communication skills
- Strong computer skills
- Proficiency with Microsoft Office applications with an emphasis on Excel
- Ability to multi-task, with strong attention to detail
- Must work well in a team environment
- Working knowledge of Sage/Peachtree software preferred

Minimum Qualifications

- Minimum 18 years of age
- Must be willing and able to travel between three Olympic venues
- Background check will be required

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Physical Requirements

- Ability to lift 20 pounds
- Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus
- Hearing – to converse with others in a normal conversation
- Balancing, bending, climbing, kneeling, walking, pushing, reaching above shoulders, and sitting

Required In-House Training

- UAF Orientation
- Sexual Harassment
- Drug & Alcohol
- Hazardous Communications Program
- Other training as required

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of the job description at any time without prior notice.