

Accountant/Bookkeeper

Job Details:

- \$36,000 - \$48,000 per year, depending on experience
- Starting Part-time at 20 hours per week, with possibility of Full-time at 32-40 hours per week within 3-6 months of employment
- Monday through Friday between 8am and 5pm, in office at Steamboat Tennis & Athletic Club

Steamboat Tennis & Athletic Club is looking for an experienced, knowledgeable, and detail-oriented Accountant/Bookkeeper! As an Accountant/Bookkeeper for our team, you will oversee and manage the accounts payables and accounts receivables for the club as well as monitor club growth and budgetary needs.

Expected duties in this position include but are not limited to:

- Manage financial records through Quickbooks and integrate gym software to properly track receivables and payables
- Reconcile accounts and adjust entries as needed
- Manage payroll and approve hours worked for all departments
- Run reports to determine current financial standings and advise management of changes needed to maintain profitability
- Communicate with members to collect on past due accounts and assist with billing issues and inquiries
- Maintain and monitor the club budget and ensure all departments are within budget
- Pay bills to vendors in a timely manner

In order to excel in this position, you will need to have:

- Exceptional communication skills
- Acute attention to detail and general math skills
- Sensitivity to confidential information

- Upbeat, positive attitude
- Familiarity with computers including word-processing programs and the ability to adapt quickly to digital management programs
- Organizational skills and the ability to manage time well

Our ideal candidate will possess the following:

- A 4-year degree in Accounting, Finance, Business Administration, or similar degree
- Minimum of 2 or more years in accounting preferred
- A valid driver's license and reliable transportation
- Proof of COVID-19 vaccinations
- A non-smoking lifestyle

We want all of our staff to feel valued as a part of the STAC family. As a member of our team, you will have the following benefits:

- Pro Family membership at Steamboat Tennis & Athletic Club
- Paid time off
- Paid training

Ready to apply? Please email your resume, along with two professional or educational references, and a letter of interest to our hiring manager Noelle at noelle@staclife.com.

About Us

Steamboat Tennis & Athletic Club is a state-of-the-art fitness center in Olympia, WA, located at 3505 Steamboat Island Rd NW. Our tennis club has been running for 6 years, and our gym opens this winter. The position will begin as soon as the gym opens, with paid training starting in early January. Our gym's amenities include: a strength training area, group fitness areas, a three-lane saltwater pool, locker rooms, a cafe, and a children's activity center. We have a welcoming team that is passionate about fitness and community.