



**NOTICE OF AVAILABLE FULL-TIME POSITION  
JOB REQUIREMENT PROFILE**

**DATE POSTED:** July 23, 2010

**POSITION TITLE:** Staff Accountant

**DEPARTMENT/DIVISION:** Finance

**PRIMARY PURPOSE:** Manage daily operations reporting and reconcile daily credit card transactions

**SUMMARY OF ESSENTIAL JOB FUNCTIONS:**

- Manage park's daily operations reporting. Supervise 1-2 seasonal associates responsible for compiling daily reports during park operating season. Review and ensure accuracy of daily operations reports. Maintain daily operations reporting software system.
- Manage park's credit card systems. Balance credit cards daily and investigate variances. Research and respond to credit card charge backs. Reconcile credit card bank account monthly.
- Process daily check deposits and prepare daily check logs.
- Prepare journal entries and account reconciliations as assigned.
- Assist Director of Finance and Accounting Manager with weekly financial closings and quarterly support schedules.
- Run and distribute weekly labor reports and monthly general ledger reports.
- Manage record retention for Finance department.
- Other duties as assigned.

**QUALIFICATIONS:**

- Bachelor's Degree in Accounting or Finance preferred.
- Ability to understand multiple software systems and data flow between them.
- High proficiency in Microsoft Excel.
- Ability to manage multiple tasks.
- Strong communication skills.
- Ability to work flexible schedule, including weekends and holidays, to meet business needs.

**LAST DATE FOR CONSIDERATION:** August 6, 2010

Interested applicants should email resume along with salary history to [careers@visitkingsisland.com](mailto:careers@visitkingsisland.com) or fax to 513-754-5745. Resumes may also be mailed to the Kings Island Human Resources Office, 6300 Kings Island Drive, P.O. Box 901, Kings Island, Ohio 45034.

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