



Staff Accountant

Job Title: Staff Accountant

Location: Homewood Mountain Resort

Department: Finance/Business Solutions

Reports to: Director of Finance

Employment Status/Type: Year-round/Full-time

Homewood Mountain Resort and West Shore Café are in the planning process of revitalizing the resort on Lake Tahoe's beautiful West Shore and is currently building a team of strong leaders and solution seekers to take us into the future. This is a great opportunity to be part of the most exciting development on Lake Tahoe! The goal of the Homewood Mountain Resort Ski Area Master Plan is to revitalize the West Shore with a resort that blends Homewood's rich historic past while showcasing state-of-the art environmental redevelopment practices. By improving the ski area and recreating a community center with shops, walking paths and a hotel, visitors will stay longer, locals will connect more, people will drive less and the West Shore will once again be the vibrant neighborhood it once was. This position would be key helping us to improve on our current operations and financial accounting so we will be ready for our future.

Job Summary

The Staff Accountant will work with the finance and business solutions team and will assist with financial accounting for a portion of the limited liability companies that make up Homewood Village Resorts. As projects arise, there might also be a need to conduct basic to complex financial modeling, support asset management efforts, perform economic and market research, and assist with project management tasks. The ideal candidate has interest in year-round resort management, accounting, and real estate with strong quantitative, analytical and communications skills. The candidate must be a highly motivated self-starter, have the ability to work both independently and in a team environment, and thrive in an entrepreneurial and fast-paced company culture. Employee home office would be Homewood, CA.

The duties of the Staff Accountant position will include, but would not be limited to the following:

- Provide overall accounting and bookkeeping for multiple limited liability companies, to include all Accounts Receivable and Accounts Payable aspects of each entity.
- Perform all month-end closing duties for each entity on a GAAP basis, including preparation of Income Statements, Balance Sheets and Cash Flow Statements.
- Prepare presentations of financials for accounting team and asset management team on a monthly basis.
- Work with the management team to identify and analyze key operating metrics.
- Conduct monthly audits of all intercompany transactions between other entities within the Homewood Village Resort family, as well as other JMA properties.
- Evaluate capital improvements and various projects proposed by department heads, ensuring they meet established financial and management goals.
- Assist the Director of Finance in maintaining all budgets and perform analysis of variances to the budgets.
- Develop and understand all aspects of entity operations, cost centers and revenue centers.
- Lead and support ad hoc projects as required.



Physical Demands of Position:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, and walk; talk and hear, use hands to finger, handle, or feel; reach with hands and arms.
- Specific vision abilities required by this job include close vision, distant vision, and ability to adjust focus.
- Equipment Used: Telephones, Computers, database, office supplies, and filing cabinets.

Skills and Qualifications:

- Ability to work independently under general direction with latitude for initiative and independent judgment.
- Ability to work effectively at all levels within the organization.
- Well organized with excellent written and oral communication skills.
- Strong quantitative, analytical and problem-solving skills.
- Strong proficiency in Microsoft Excel, PowerPoint and Word.
- Experience with financial modeling or previous work using excel and ability to grasp fundamental finance concepts is preferred.
- Able to identify problems and recommend solutions. Analyzes and interprets information accurately.
- Works ethically and with integrity supporting organizational goals and values.
- Displays commitment to excellence.
- Able to manage time effectively in a dynamic environment.
- Meets productivity standards and achieves key outcomes.
- Dependable and keeps commitments.
- Contributes to building a positive team spirit and treats others with respect.
- Maintains confidentiality of information and uses information appropriately.
- Exhibits sound judgment when making decisions and recommendations.
- Fosters collaboration toward a common vision and shared goals.

Education and/or Experience:

- B.S./B.A. in Accounting, Business, Finance, Mathematics or Management Science
- Experience with Microsoft Dynamics (Great Plains), QuickBooks, Xero, MRI or Sage required.
- Minimum of 2 years experience in a resort environment. Prior ski resort or hospitality experience preferred.