

Kampgrounds of America, Inc.

Bookkeeper – OAK

Job Description



ABOUT KAMPGROUNDS OF AMERICA, INC.

Kampgrounds of America, Inc. (KOA) is the world's largest network of privately owned campgrounds and the leader in outdoor hospitality. KOA has 500+ locations across the United States and Canada including a mix of franchised and company-owned parks. Founded in 1962, the mission of KOA is "connecting people to the outdoors and each other," and those who represent the brand share the values of being family-oriented, passionate, entrepreneurial, customer-focused and innovative.

KOA, INC. DEI STATEMENT

At KOA, we believe the outdoors is fun and for everyone. We are committed to having a diverse, equitable and inclusive environment where all are treated with dignity and respect. We strive to:

- intentionally create a sense of community and belonging for our guests, employees, and franchise partners
- continually educate ourselves and advance our understanding about DEI
- sustain a culture that promotes diversity of thought and experiences
- ensure everyone has the ability to experience the outdoors and that our facilities are accessible to all
- drive change in our company and industry through action and implementation

The owned and operated assets of KOA (OAK) is a division of KOA, Inc.'s overall operations and is rooted in the mission and values of KOA. The current OAK portfolio consists properties in the United States and in Canada.

REPORTS TO

General Manager and Assistant General Manager

POSITION SUMMARY

The Bookkeeper collaborates closely with the Assistant General Manager (AGM) and General Manager (GM) to accurately record the day-to-day finance transactions of an OAK property. They are primarily responsible for computing, recording, collecting, and verifying numerical data for use in maintaining accounting records of financial operations. Additionally, they assist in accounts receivable, accounts payable, payroll, general ledger reporting, and reconciling cash dropped by the guest services team.

SPECIFIC DUTIES

- Consulting with GM to reconcile daily business operations.
- Record day-to-day financial transactions, reconcile cash, and complete the posting process.
- If any imbalance or difference is found, then coordinate with the GM/AGM to resolve discrepancy.
- Run daily operations recap report.
- Assist the GM to ensure strict control of cash.
- Code purchase cards using chart of accounts and upload receipts.
- Verify if credit card service charge is billed correctly.
- Maintain Vendor's permanent files and Certificates of Insurance.
- Respond to all credit card chargebacks within 24 hours.
- Reviewing budgets and preparing estimates of future expenditures based on historical data or other available information.
- Enter data, maintain records, create reports, and assist with completing monthly estimate.
- Assist in audits of inventories.
- Prepare reports as required.
- Good organization and time management.
- Maintain office supplies and request orders as needed.

Note that this job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

EXPECTED RESULTS

- Accurate report generation.
- Timely completion of monthly expense books.
- Precise control and adherence to KOA policies of all generated cash.
- Meet Quality Assurance standards.

JOB QUALIFICATIONS

- High School Diploma or equivalent
- Minimum one year bookkeeping experience or related field.
- Hear and converse in the English language
- Solid understanding of basic bookkeeping and accounting payable/receivable principles
- Proven ability to calculate, post and manage accounting figures and financial records
- Excellent communication and collaboration skills
- Proficiency with computers and proprietary software
- Comfortable in a fast-paced and high-pressure environment.
- Motivated, goal oriented and results driven
- Ability to maintain confidentiality
- Able to work nights, weekends, and holidays
- Valid driver's license

PHYSICAL REQUIREMENTS

- Ability to stand for long periods of time.
- Must be able to lift to 50 pounds, lift and carry 25 pounds occasionally and 10 pounds regularly.
- Ability to bend, stoop, kneel, crouch, climb and move safely over uneven terrain.
- Able to work inside and outdoors and in various climates.
- Able to travel by automobile.

Kampgrounds Of America, INC. is an Equal Opportunity Employer and strives to provide an environment where all employees and applicants are treated with respect. The company is committed to fair treatment of all persons. This value ensures employees and candidates are treated equally and are protected from discrimination or harassment of any kind. All employment decisions shall be made without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors, or any other protected status.

Signature

Date

Revised 3/26/2024