



Location: Corporate Team

Position: Accounts and Sales Manager

Reports to: CEO/Founder

We are a premier swim school startup looking for an enthusiastic person who can help with our mission of saving lives. The Swim School Industry is built on water safety and the experience we curate for the family from the first impression. This position is focused on the maintaining and assisting the CEO in finance and account management. Your measure of success is how many lives you help to save this year! Those with family and child experience are well suited for this role.

Responsibilities:

- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions using Quickbooks
- Recommends financial actions by analyzing accounting options
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports using Quickbooks and Jackrabbit Class Management
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures
- Guides clients with sales questions by responding to questions via email
- Reconciles financial discrepancies by collecting and analyzing account information.
- Prepares payments by verifying discounts, prorations, and tuition pricing

Requirements:

- Bachelor's Degree
- 1-3 years of experience in Finance, Accounting, ideally including startups
- Strong understanding of sales performance metrics, trends, and fundamentals of accounting
- Effective working knowledge of Google Suite, Quickbooks, Asana
- Willingness to learn Jackrabbit Class Management software

Competencies - proven effectiveness in:

- Time Management
- Project Management
- Initiative
- Technical Capacity
- Organizational Skills
- Communication (excellent written and verbal communication skills)