



Do you want to be part of a company that literally creates fun every day? Do you want to be surrounded by creators and innovators? Will it gratify you to be part of the team that builds family memories? Do you love numbers? Do you have a positive, can-do attitude? Are you looking for a career and not just a job?

If you answered yes to these questions, then **APPLY NOW** for the **Financial & Payroll Accountant** position at **Aquatic Development Group (ADG)**.

ADG is one of the world's most respected water park and aquatic venue design, construction, and manufacturing firms in the industry. While our headquarters is in beautiful Upstate New York, our projects span the globe. Our client list includes national brands such as Sea World, Disney and Six Flags plus some regional properties like Dollywood, Camelback and Kalahari. You'll also see our work in Lake Placid, NY at Mount Van Hoevenberg where our recently built mountain coaster runs parallel to the 1980 Olympic Bobsled track.

We are looking for an experienced financial accountant to join our company to support the management and operation teams. Experience in payroll, benefits, hiring, and administration of personnel is a plus.

RESPONSIBILITIES:

- Prepare, record and process monthly allocations and accruals, amortization of prepaid expenses, fixed asset depreciation and recording of adjusting and reclassification journal entries, if necessary
- Perform general account analysis and reconciliations, including bank statements, fixed assets, accruals, and prepaid expenses
- Prepare, record, and process accounts receivable invoices and cash receipts
- Communicate with customers regarding collections and inquiries on their accounts
- Prepare monthly service sales report
- Prepare and process multi-state weekly payroll for salaried and hourly employees using Paychex Flex
- Onboarding of new employees in terms of paperwork, tax forms, and other deductions
- Assist with benefit enrollment and employee inquiries
- Manage confidential and sensitive data
- Daily bank account review and deposits as needed
- Identify inefficiencies and implement process improvements
- Assist with audit requests in relation to year end, sales/income tax, worker's comp, 401k, and others as necessary
- Special projects and analysis as assigned

REQUIRED QUALIFICATIONS

- Bachelor's degree in Business Administration, Accounting or related field
- 5+ years of relevant work experience
- Knowledge of Generally Accepted Accounting Principles (GAAP)



- Strong computer skills including proficiency in Microsoft Excel

PERSONAL ATTRIBUTES

- Strong interpersonal skills, ability to communicate and collaborate well at all levels of the organization
- Strong problem solving skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses
- Ability to multi task and manage work load with varying timelines
- Highly motivated self-starter