



JOB TITLE: Senior Financial Analyst
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DIVISION: Corporate Operations	DEPARTMENT: Accounting
SUPERVISOR: Director Financial Services	CLASSIFICATION: Exempt; Full-Time

American Resort Management, a full-service hospitality, and waterpark management company with over 100 years of combined experience is seeking an accomplished, enthusiastic, dynamic, and collaborative leader for the position of Senior Financial Analyst at our Grand Prairie Texas corporate office.

Our unprecedented growth is a result of successful partnerships and excellence in the guest experience; combined, these elements have not only allowed us to produce financial results that have exceeded our owners' expectations for return on investment but have also provided the platform for our commercial presence and expansion.

At American Resort Management, we embrace an environment that emphasizes motivation, empowerment, teamwork, fun, continuous improvement, and a passion for providing superior service. As part of our team, American Resort Management requires 100% commitment to uphold our core values and mission as we continue to grow our presence in the hospitality and entertainment sectors.

JOB SUMMARY: The Senior Financial Analyst will oversee the financial and accounting functions for assigned properties. Additionally, the Senior Financial Analyst will collaborate closely with peers and corporate leadership on financial/accounting matters for assigned properties. This position requires:

- Demonstrated work quality and integrity.
- Oversight of multiple properties throughout the United States held in multiple jurisdictions.

ESSENTIAL JOB RESPONSIBILITIES AND FUNCTIONS

- **Financial Oversight:** Oversee financial activities for assigned locations. Financial oversight will include, but not be limited to, complete accounting cycle, safeguarding assets and ensuring compliance with generally accepted accounting principles.
- **Special Financial Analysis:** Perform financial analyses as needed or requested.
- **Budget Coordination:** Work closely with property management teams to coordinate the preparation and presentation of the annual operating budget and capital expenditures budget according to owner's representative requirements.
- **Cash Management:** Ensure daily cash management/bank reconciliation is complete to include the timely posting of all banking activities for assigned depository accounts; reconcile merchant activity and ensure daily posting/reconciliation.
- **Daily Report/Sales Journal:** Reconcile, report, and record daily sales journals; reconcile sub systems held outside of point-of-sale system and ensure daily reconciliation/reporting.
- **Accounts Receivable Management:** Maintain standards for receivable accounts, document local credit policies, and aggressively manage accounts receivable to ensure timely collection.
- **Accounts Payable Management:** Monitor and ensure timely recording of all accounts payable; correlate/time cash distribution with cash flow as/where required. Reconcile and record all related credit card transactions and ensure timely payment and reconciliation on all merchant accounts.
- **Tax Filing:** Monitor all sales tax collections for assigned properties to ensure compliance with

local/state collection and payment requirements.
Ensure all exemptions are properly
documented/supported.

- **Balance Sheet Management:** Reconcile balance sheet accounts monthly and ensure compliance with policies; provide supporting schedules where/as needed.
- **Month-End / Period Activities:** Oversee month-end processes, including journal entries, GL & account reconciliation, fixed assets, and accruals for assigned locations.
- **Financial Reporting:** Prepare full suite financial statements, consolidation where required; ensure accuracy and compliance with specific terms and owner's representative requirements.
 - Assist management teams in understanding/interpreting financial performance and key performance indicators.
- **Relationship Management:** Develop and maintain strong relationships with corporate teams, property management teams, owner's representatives, outside advisors, consultants, investment managers, attorneys, trustees and bankers.
- **Payroll Cycle:** Maintain payroll reporting and generate regular reports as needed; maintain all payroll account reconciliations. Work with 3rd party payroll service (Paychex) to ensure proper set up for assigned properties.
- **Performs other duties as assigned.**

Safety & Emergency Awareness:

- Must have a thorough understanding of all emergency plans, safety, and operating procedure standards.



- Must follow all procedures and immediately report any incidents or injuries to Corporate Director of Risk and Insurance Management.

QUALIFICATIONS: to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. These requirements listed herein are representative of the knowledge, skill, and/or ability required.

- Proficiency in bookkeeping, auditing and accounting procedures.
- Strong analytical skills.
- Proven track record of fostering an environment of respect, open communication, and problem solving.
- Ability to work independently in a fast-paced, dynamic environment, and manage multiple projects simultaneously.
- Thorough knowledge of computer systems: i.e. MS Excel, Word, PowerPoint, and electronic scheduling and e-mail systems.
- General understanding of accounting management software/systems.
- Ability to perform tasks with integrity and honesty.
- Demonstrated ability to prioritize and meet deadlines.
- Strong verbal and written communication skills.

Consistent attendance is a job requirement.

EDUCATION: Bachelor's degree preferred or equivalent education/experience.

EXPERIENCE: 5+ years of bookkeeping/accounting experience; hospitality/entertainment or multi-property field preferred.

WORK ENVIRONMENT: The Senior Financial Analyst will operate in an environment that includes a corporate office setting and property visits as needed. The role requires comfort working in fast-paced, high-energy environment typical of entertainment and hospitality venues.

PHYSICAL DEMANDS:



The physical demands described herein 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 essential functions.

- Ability to sit, stand, and work at a computer for extended periods.
- Occasional lifting, carrying, or transporting of office supplies or light equipment (up to 20 lbs.).
- Must be able to travel domestically as needed (estimated up to 15%), depending on funding/need.
- Ability to work flexible hours when required.

Please note: This job description serves as a guide for new associates to understand their role and what is necessary to fulfill the responsibilities of this position. It is not a complete list of every task that may be required in this job role. Job tasks may change from time to time, with or without notice, at the discretion of ARM, LLC, and Ownership. *ARM, LLC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Selection is based on the candidates whose background, qualifications, and any preferences requested from the hiring manager that most likely closely match the requirements for the job.*

I have read and understand the content contained in this job description and have addressed all questions or concerns related to the requirements of this position.

Candidate

Signature: _____ Date: _____

ARM

Signature: _____ Date: _____