



FAMILY OF COMPANIES

ACCOUNTANT

The individual will work as part of a team handling all aspects of the accounting for 6 companies – Kiwanda Hospitality Group, Pelican Pub & Brewery, Cape Kiwanda Associates, Shorepine Vacation Rentals and Kiwanda Cottage Owners Assoc. This includes the processing of daily sales, accounts payable, the processing of month end journals, inter-company billing and ad hoc analysis tasks.

About Us

Nestucca Ridge Family of Companies is an organically grown collection of coastal businesses dedicated to memory-making beach vacations, meetings and ownership experiences. For us, it's all about creating distinct businesses one at a time, crafting each with just the right personality and then sharing them with others who value authenticity as much as we do.

What motivates us goes well beyond just running strong businesses. We love and believe in this community and feel it is every company's responsibility to invest back in the community that supports them. At Nestucca Ridge Family of Companies, we are proud to contribute to Pacific City's quality of life in innumerable ways including sponsorship funding for the Birding & Blues Festival and American Lung Cancer's "Reach the Beach" fundraiser. As part of our development of the Cottages at Cape Kiwanda, we provided space for the Doryman's Memorial Wall commemorating our local fishermen who have lost their lives at sea. The list is long and will continue to get longer. Nothing could give us more satisfaction.

Call us restless or a company on the move – we're always trying to think of new ideas and business concepts that Pacific City residents and visitors will

enjoy. We recently succeeded in gaining approval to self-distribute beer, thereby making our award-winning Pelican Beer available in markets throughout Oregon. And we have completed the development of the Headlands Coastal Lodge & Spa, a beautiful boutique lodge, spa, and fine-dining restaurant adjacent to the Cottages.

What You Will Do:

- Process the daily sales into QuickBooks in a timely and accurate manner.
- Process vendor invoices and ensure that they are properly authorized and coded.
- Prepare cash flow reports to accurately show the company's financial position, present and future.
- Process vendor payments and monitor the overdue status of all payables.
- Communicate payment status with vendors.
- Assist with the closing of the books at the month end including the preparation of journals and the compilation of financial reports.

Must Have:

- Associate Degree or Bachelor's Degree in Accounting or related field.
- 2 – 3+ years of experience in accounting, preferably in the hospitality/restaurant industry.
- Advanced knowledge of Quickbooks and Excel.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.

You Will Be Successful If You:

- Prioritize conflicting needs; handle matters

expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures.

- Demonstrate a proactive approach to problem-solving with strong decision-making capability.
- Be a forward looking thinker who actively seeks opportunities and proposes solutions.
- Advanced level interpersonal skills and the ability to build relationships with stakeholders, including employees, managers, and vendors.

What's In It For You:

Paid time off, medical benefits, 401K, AND you get to work in Pacific City! Our location appeals to those who like small towns and enjoy the outdoors. We have miles of beaches to explore, trails to hike, oceans to surf and kayak, and fish to be caught!

TO APPLY

If you think you are eligible for this position, please submit a **resume** and **cover letter** to KristaT@kiwandahospitality.com. In the subject line, please include "Job Application:," your name, and position you're applying for (Ex: Job Application: John Smith for General Manager).