



POSITION: Accounting Supervisor

POSITION SUMMARY:

This full time position performs a variety of accounting duties in keeping financial accounts and records. Work involves maintaining the general ledger, verifying, recording, billing, processing, and reconciling of financial and related records and data, and processing of sales programs and incentives.

Essential Responsibilities:

- Maintain General Ledger
- Interface and transfer branch office information.
- Process Accounts Payable accurately and timely.
- Enter transactions into financial software from stand-alone software.
- Complete monthly account reconciliations and related reports on a timely basis to ensure all financial transactions were properly recorded.
- Generate monthly financial statements.
- Serve as the back-up for team members.
- Strive to continually improve business processes.
- Performs other duties as assigned.

Knowledge, Skills & Abilities

- An associate degree in accounting or 2+ years of related accounting experience is preferred.
- Ability to maintain confidentiality of sensitive information.
- Proficient computer skills including, Trams back office or similar agency accounting software, Microsoft Office Suite, and internet applications.
- Exceptional organizational, prioritization, attention to detail, and follow-up skills.
- Effective written and verbal communication skills.

ADDITIONAL EMPLOYMENT REQUIREMENTS:

- Must have successful completion of criminal background record and reference checks.
- A valid driver's license is required.

We offer a competitive salary structure based on experience and is eligible for Company Sponsored Benefits including paid vacation and holidays, health insurance, life insurance and 401K.

About Travel Leaders – Discovery World Travel was opened in January 1976 to coordinate the sales of motorcoach tours and provide airline, tour, land, and rail packages. Branch offices include Green Bay, Menasha/Appleton, and headquarters in Sheboygan. Discovery World Travel is an Associate of Travel Leaders, North America's largest travel management company. Our agency has received Golden Legacy Award" for 1999-2000 and annually received the "Award of Excellence" since 2000.

Travel Leaders – Discovery World Travel is an equal opportunity employer/affirmative action employer.

If this sounds like a fit with your career goals, please email us your resume to contact@tldiscovery.com and we would be happy to discuss further.