JOB DESCRIPTION

JOB TITLE: Sales Audit Asst Supervisor

POSITION CLASSIFICATION: YR
DIVISION: Finance

JOB CLASS:
JOB GRADE:

PROPERTY: All Dollywood Company Properties **REPORTS TO:** Supervisor

PURPOSE OF POSITION:

To provide positive Financial Leadership to Sales Audit and Finance Team in a professional and competent manner using established policies, procedures and expectations by:

- 1. Providing positive coaching/training for the team to perform at a high level of accuracy and efficiency; supervise staff; perform evaluations.
- 2. Balance and input annual register and ticket budgets.
- 3. Responsible for daily posting of attendance and revenue into the Sales System, by auditors or self.
- 4. Maintain shared knowledge of credit card equipment/supplies and procedures, lessee relationships/support, non-ticketing cashier relationships/support, and general facets of Manager Sales Reports.
- 5. Conduct special projects and analyses related to ticket accounting, especially regarding interproperty accounting, General Ledger, and MIS data.
- 6. Management retains the discretion to add or change the duties of this position at any time.

EDUCATION/SKILLS/KNOWLEDGE AND ABILITIES REQUIRED:

Minimum 2 year degree in Accounting (4 year preferred) plus 3 years experience in accounting environment required

Minimum of 3 years of experience training, supervising, and evaluating 5 or more people

Working week-ends/holidays/evenings/days/OT/at various locations is required

Valid TN Driver's License and proof of insurance

10 key by touch

Computer knowledge in Microsoft Word and Microsoft Excel

Ability to learn various financial software

Thoroughly understand internal controls as specified in Company Procedures

Insure accounting records are maintained and procedures are adhered to according to Corporate Accounting

Procedures and Generally Accepted Accounting Principles (GAAP)

Strong organizational skills with attention to detail

Ability to manage multiple tasks, prioritize work, delegate work duties and ensure shift duties are completed within budget hours

Ability to meet deadline/working to complete tasks by identified times

Ability to coach team to perform at a high level of accuracy and efficiency

Ability to be assertive when necessary to accomplish company goals

Ability to compile data and prepare financial reports accurately and timely

Must pass a background and credit check

Demonstrate excellent verbal and written communication skills

Proven ability to Lead a positive team and deal with all levels of management

Management reserves the right to change and/or add to these duties

PERSONALITY/ATTITUDE REQUIREMENTS:

- Able to project Dollywood's image by being genuinely friendly and caring and by taking pride in their work
- 2. Must be self-motivated and disciplined
- 3. Must be able to prioritize and complete work assignments on a timely basis
- 4. Must maintain strict confidentiality and judgment regarding privileged information
- 5. Must display and live out Servant Qualities by being: patient, kind, humble, respectful, selfless, forgiving, honest and committed
- 6. Must be willing to constantly improve
- 7. Must have professional appearance with good personal hygiene

ESSENTIAL FUNCTIONS ABSOLUTELY NECESSARY TO PERFORM JOB DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- 1. Able to display and live out Servant Qualities by being: patient, kind, humble, respectful, selfless, forgiving, honest and committed
- 2. Able to hear, see and speak
- 3. Able to speak, read and write English
- 4. Able to smile and make eye contact to make a friendly impression when greeting guests, vendors and other employees
- 5. Ability to have manual dexterity necessary to complete all job duties
- 6. Able to sit and/or stand for long/short periods
- 7. Able to continuously work in a confined space, in close quarters without distracting coworkers
- 8. Able to maintain good personal hygiene
- 9. Able to get along with other employees to work out problems and resolve conflicts (Able to work cooperatively with others)
- 10. Able to comprehend instructions and retain information
- 11. Able to maintain dependable work attendance and flexibility with assigned work schedules including any required overtime, evenings, weekends and holidays
- 12. Able to tolerate a fast-paced, hectic environment
- 13. Able to be flexible to handle frequent changes in priorities
- 14. Able to prioritize tasks and complete assignments on time
- 15. Able to work unsupervised
- 16. Able to learn and operate all office equipment to perform job duties.
- 17. Able to keep work area be kept neat and clean at all times
- 18. Able to report to work without being under the influence of or smelling of alcohol
- 19. Able to perform other duties as required

The list of job elements, responsibilities, skills, duties, requirements, or conditions is not exhaustive, but is merely the most accurate list of the current job. Management reserves the right to revise the job description and to require that other tasks be performed when the circumstances of the job change, for example, emergencies, changes in personnel, workload or technical development. All duties and requirements are essential job functions unless otherwise stated. Some requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Applicants Signature	Date
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I have reviewed the above Job	o Description