



## **Accountant / Bookkeeper Job Description**

Ready to take your career to new heights? Go Ape is a fast paced, dynamic, growing business looking to have top-quality, passionate people join our tribe. Headquartered in Frederick, MD, Go Ape currently has 12 treetop adventure course locations nationwide with plans to continue expanding.

The accountant / bookkeeper position requires at least 1-2 years of relevant job experience and will report directly to the Finance Controller.

Candidates will be evaluated on their ability to deliver:

- Weekly reconciliation of revenue by payment type against bank and bookings data
- Submission of bi-weekly payroll and expense reimbursements
- Assistance with bank reconciliations
- Preparation of weekly scorecard and KPIs
- Timely payment to vendors
- Tracking of inventory
- Accurate data entry into accounting database (QuickBooks)

Candidates that are self-motivated and willing to learn will excel in this role and be offered opportunities to take on additional responsibilities.