



JOB DESCRIPTION

Accounting & Human Resources Manager

ACE S/L, LLC is seeking an Accounting & Human Resources Manager for the Smart Financial Centre located in Sugar Land, Texas. The Accounting & Human Resources Manager assists in the overall operations of the accounting department. The Accounting & Human Resources Manager will report to the Director of Finance & Human Resources of ACE SL, LLC (or their designee). **Salary requirements are a must for consideration.**

Major Responsibilities:

- Process Accounts Payable & Accounts Receivable
- Assist with processing daily ticket office deposits
- Process monthly journal entries
- Allocate depreciation
- Reconcile monthly bank statements
- Conduct month-end and year-end close process
- Reconcile ticket sales and balance sheet accounts
- Collect, analyze and summarize account information
- Compute taxes and prepare tax returns, balance sheet, and profit/loss statements.
- File unclaimed property as required by State of Texas
- Develop periodic reports for management
- Audit financial transactions and document accounting control procedures
- Assist auditors with requested documentation
- Process payroll
- Input payroll changes into ADP
- Track PTO time for employees
- Respond to employment verifications
- Settle events when needed

Other duties and responsibilities as assigned or as may be required.

This position has a non-traditional work schedule that involves working nights, weekends and/or holidays.

Desired Qualifications:

- Knowledge of accounting principles and practices.
- Knowledge of local, state and federal laws regarding accounting, finances and taxation
- Combination of education and industry experience will be evaluated
- Proficient computer skills with the following Microsoft Office products: Outlook, Excel, Word,
- Strong attention to detail and confidentiality.
- Excellent organizational and time management skills and ability to handle multiple tasks with frequent interruptions.
- Ability to work independently with minimal supervision.

Additional Requirements:

Background check clearance and I-9 documentation as required by law.

To Apply

Please include a recent copy of your resume with a cover letter and salary requirements as part of your application.

Human Resources Manager
Smart Financial Centre at Sugar Land
18111 Lexington Boulevard
Sugar Land, Texas 77479

How To Apply: hr@smartfinancialcentre.net

Smart Financial Centre at Sugar Land is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply.