

2009 Summer Work Opportunities

Position Descriptions



Accounting / Supply Chain

Bookkeeper

The bookkeeper is responsible for executing incoming revenue and deposit processing activities; assisting with the processing and entering of outflow transactions; assisting with payroll calculations/procedures; and updating managerial spreadsheet data.

Specific Responsibilities

- Review/organize incoming accounting source documents.
- Process revenue/deposits and execute associated entries.
- Process credit card transactions and execute credit card terminal batch settlements.
- Review reservations for anticipated deposits and update contact log.
- Prepare/post vendor payables.
- Post vendor invoices and credit card purchases.
- Assist with paying loans, direct vendors, and commissions.
- Assist with reconciling/paying account vendor and credit card statements.
- Assist with retail gift/apparel inventory.
- Update schedule and managerial data in computer spreadsheets.
- Assist with time-card calculations and execution of bi-weekly payroll procedures.
- Assist with incoming phone call reception and routing activities.
- Assist with other tasks and activities as required.

Schedule

mid-May to mid-September [exact begin and end dates can be flexible]

5 days per week

8 hours per day [minimum 30-minute meal break]

early morning position:	7:00 am – 3:30 pm
late morning position:	10:00 am – 6:30 pm
really-late morning position:	11:00 am – 7:30 pm

Bookkeeper/Outfitter

The bookkeeper/outfitter is responsible for executing incoming revenue and deposit processing activities; assisting with the processing and entering of outflow transactions; assisting with payroll calculations and procedures; and updating managerial spreadsheet data. The bookkeeper/outfitter also has primary responsibility for outfitting outgoing tour vehicles with tour supplies and loading the same vehicles with comat and freight; and is responsible for assisting with morning guest service activities.

Specific Responsibilities

- Obtain knowledge of vehicle outfitting needs for each departing excursion.
- Develop daily vehicle outfitting logistics plan.
- Execute the outfitting of vehicles for each departing excursion.
- Communicate with morning guest coordinator on guest coordinating logistics plan.
- Assist with all morning guest coordinating activities as required.
- Review/organize incoming accounting source documents.
- Process revenue/deposits and execute associated entries.
- Process credit card transactions and execute credit card terminal batch settlements.
- Review reservations for anticipated deposits and update contact log.
- Prepare/post vendor payables.
- Post vendor invoices and credit card purchases.
- Assist with paying loans, direct vendors, and commissions.
- Assist with reconciling/paying account vendor and credit card statements.
- Update schedule and managerial data in computer spreadsheets.
- Assist with time-card calculations and execution of bi-weekly payroll procedures.
- Assist with incoming phone call reception and routing activities.
- Assist with other tasks and activities as required.

Schedule

mid-May to mid-September [exact begin and end dates can be flexible]

6 days per week

6 to 7 hours per day: 3:00 am – 9:30 am [minimum 30-minute meal break]

Purchaser/Expediter

The purchaser/expediter has primary responsibility for successfully executing all supply chain activities, including purchasing, expediting, and readying outgoing comat/freight for delivery.

Specific Responsibilities

Communicate with supply chain coordinator on daily purchasing/expediting plan.
Complete purchasing/expediting activities as required.
Organize and ready outgoing freight deliveries.
Perform cleaning-related activities in freight area.
Assist with ramp-related activities as required.
Assist with other tasks or activities as required.

Schedule

mid-May to mid-September [exact begin and end dates are flexible]

6 days per week [Monday thru Saturday]

6 to 7 hours per day: 6:00 am - 1:30 pm [minimum 30-minute meal break]