



LCJ MANAGEMENT, LLC - d/b/a OWL'S NEST RESORT
JOB DESCRIPTION

TITLE: Payroll and Accounting Coordinator

REPORTS TO: Chief Financial Officer/Controller

DEPARTMENT: General Administration

FLSA STATUS: Non-Exempt (Hourly)

JOB SUMMARY

The Payroll & Accounting Coordinator plays a critical role in supporting payroll accuracy, financial integrity, and operational efficiency across Owl's Nest Resort. This position is responsible for bi-weekly payroll processing, time and attendance administration, and accounting support within a multi-department, hospitality-driven environment. The ideal candidate is highly detail-oriented, thrives in a fast-paced resort operation, and understands the importance of payroll accuracy, service culture, and compliance in a hospitality setting. This role serves as a key liaison between Human Resources, department leaders, and the accounting team, ensuring employees are paid accurately and on time while supporting month-end close, cost allocations, and budgeting processes.

KEY RESPONSIBILITIES

1. PAYROLL, TIME AND ATTENDANCE AND BENEFITS

- Perform and manage payroll processing to ensure timely payment to all employees.
- Serves as the main contact for payroll questions, discrepancies, direct deposits, and time-off tracking (PTO).
- Export and record the bi-weekly payroll transactions in the M3 Accounting Core system.
- Manage all aspects of the M3 Time and Attendance System. Including time clock functionality, employee training and support.
- Daily review and follow up with Managers regarding Time and Attendance records and completeness (missing punches, etc.).
- Assist with managing employee compensation and benefits programs as requested.
- Assist with ensuring adherence to labor laws, tax regulations, company policies and handling W-2's and other tax forms.

2. MONTH END CLOSE PROCESS AND MONTHLY ALLOCATIONS

- Create and record the monthly cost allocation journal entries.
- Create and record the monthly management fee journal entries.
- Assist with month end inventory transfers and recording cost of goods sold allocations.

3. BUDGETING AND FINANCIAL REPORTING

- Assist with the creation of departmental budget templates and annual operational budgets for all entities.
- Oversee the distribution monthly financial statement reports.
- Provide support to management team regarding financial statement review questions.
- Create management financial reports as needed to support the company operations.

4. ACCOUNTING SUPPORT

- Assist with other month end close process tasks as needed.
- Provide general bookkeeping, AP/AR, reconciliation support and assist with journal entries.

KNOWLEDGE, SKILLS, AND ABILITIES

- Bachelor’s degree preferably in accounting, human resources or business administration or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.
- 4+ plus years of experience in an Accounting/Administration Department.
- Meticulous attention to detail, strong communication, problem-solving, organizational skills, proficiency with payroll and accounting software, understanding of accounting principles.
- Must be able to establish priorities and meet deadlines.
- Outstanding written and verbal communication skills.
- Organization and attention to detail, positive attitude, and ability to work as part of a team.
- Ability to maintain a high level of confidentiality
- Experience in the resort/hospitality industry helpful.

PHYSICAL REQUIREMENTS / WORKING CONDITIONS

- This job operates in a professional office environment.
- This role routinely uses standard office equipment.
- While performing the duties of this position, the employee is regularly required to talk or hear.
- This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stoop as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

I understand that the job description is not a comprehensive list of my job duties, and it is up to me, along with the Payroll and Accounting Coordinators’ guidance, to determine the best and most efficient way to accomplish my job duties and responsibilities. I also understand that, should my job duties change significantly, which may occur based on the business needs of Owl’s Nest Resort; it is my responsibility to notify the HR Manager so that my job description is updated accordingly. I acknowledge that the job description will be used as the basis for my performance review.

Signature

Printed Name

Date