



Track Shack of Orlando, a family-owned running/walking specialty store is hiring! Since 1977, back when spreadsheets were used for bookkeeping, Track Shack has kept Central Florida fit and healthy. Maybe you are a runner or a walker? Being fit isn't a job description but it will make your job that much more fun! Running shoes and race entries are just part of the perks. The following are the highlights of this full-time position:

#### Accounting Manager

- 3 years' experience in bookkeeping/accounting
- Proficiency in Quickbooks, Microsoft Office especially Excel
- Acuity with computer programs, including POS systems/Payment platforms
- Positive attitude is a MUST, flexibility and solution oriented, a team player
- Ability to maintain confidentiality in all business matters
- General Accounting/Bookkeeping including but not limited to:
  - Daily reconciliation of Sales Reports
  - Accounts Receivables and Payables including invoicing
  - Prepare journal entries, assign account numbers when needed
  - Record Fixed Assets and Depreciation
- Analyze and record confidential information by developing spreadsheet reports
- Prepare monthly sales tax report
- Reconcile bank statements
- Prepare and generate monthly financial
- Outstanding communications skills

**TRACK SHACK EVENTS**

1013 Montana Street | Orlando, FL 32803 | 407.896.1160 | [TrackShack.com](http://TrackShack.com)

**Track Shack's compensation and benefits include:**

- Salary
- Health Insurance (after 90 days)
- Disability Insurance
- Vacation
- Paid Holidays
- Comp entries to Track Shack races and training programs
- Simple IRA (after 1 year)
- Shoes and amazing store discount
- Team atmosphere

If this interests you, please contact Betsy Hughes, co-owner of Track Shack and include a cover letter and resume.

Resumes are only accepted by email: [Betsy@trackshack.com](mailto:Betsy@trackshack.com)

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