

# American Heritage Railways Job Posting



Would you have been one of the rugged, eager-to-get-your-hands-dirty, unafraid-of-being-off-the well-traveled-path individuals who explored new frontiers in the late 1800's as railroads opened personal and professional opportunities across America? If so, you just may be the passionate, high-energy, rock-solid, calm-in-the-storm, hands-on **Accountant** American Heritage Railways is looking to hire!

[American Heritage Railways](#), the premier tourist rail operator and the industry expert in rail-related special event management is growing rapidly, diversifying its operations and looking for a proven professional to join its accounting team. AHR cares deeply about the customers we serve, the history we preserve and our team that shares our passion for both. Are you interested in sharing our passion? After reviewing the job description below if you are looking to grow your career and this is a position that you would like to interview for please email your Word or PDF document resume and a separate cover letter, including salary requirement/expectation, specifically addressing why you could be our candidate of choice for this position to [recruiting@americanheritagerailways.com](mailto:recruiting@americanheritagerailways.com). Posting will be open until filled. EOE

## Job Description

Job Title: AHR Accountant

Reports To: AHR Controller

Type of position: Exempt / Salaried      Employee Classification: Regular

Job Summary: This hands-on position is responsible for all accounting functions within various assigned AHR companies balancing a need for detail with an ability to maintain a global view.

Essential Duties and Responsibilities:

- Payroll for assigned AHR companies: from processing to GL entry.
- Perform monthly sales and general ledger closings, including journal entries.
- Preparation of various balance sheet schedules and P&L statements.
- Preparation of various tax reports.
- Prepare and book bank deposits and transfers.
- Reconcile various general ledger accounts monthly.
- Research and resolve complex accounting issues.
- Assist with budget development including capital projects for various departments/companies throughout AHR.
- Preparation of quarterly and annual financial reports.
- Monitor/evaluate current business systems / implement new systems in selected companies as requested.
- Identify and make recommendations for accounting procedures, workflow, processes, and internal controls
- Train/supervise AHR revenue audit, bookkeeping and accounting staff as requested.
- Other duties/projects/assignments as requested by the AHR Controller/AHR CFO/AHR Ownership.

Education, Skill & Work Experience Requirements

- Personal Attributes: Person of Integrity; high energy, can do, detail focused, accuracy fanatical, "own the outcome" mindset, strong analytic thinker obsessed with process improvement; someone that invests in living life fully outside of work with the same fervor they bring to work.
- BS degree in accounting, finance or related field preferred, or 5+ year's comparable professional work experience.
- Broad base of accounting experience including general ledger accountability, fixed asset processing and reporting, preparation of monthly financial statements and business analysis, bank reconciliations, AP/AR, payroll processing, product reporting and contract management.

- Experience in a multi company corporate accounting environment within the tourism industry is preferred; experience with tax, audit and business systems a plus.
- Strong spreadsheet and database program skills including Excel and Access, with proficiency in manipulating and analyzing data, creating graphs and reporting financial information in easily readable formats.
- Use of excellent non-verbal, verbal and written communication skills to effectively interact with a diverse variety of personalities.
- Ability to meet communicated deadlines with multiple projects contemporaneously.
- Experience in and commitment to working with shared leadership and in cross-functional teams.