



Durango & Silverton Narrow Gauge Railroad 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 **Revenue Auditor/Staff Accountant** that the Durango & Silverton Narrow Gauge Railroad is looking to hire!

DSNG, 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. DSNG 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 hr@durangotrain.com. Posting will be open until filled. EOE

Job Description

Division/Department: DSNG/Accounting

Job Title: Revenue Auditor/Staff Accountant

Reports To: Controller

Type of position: Non-Exempt, Hourly

Employee Classification: Regular

Location: Durango, CO

Job Summary: Revenue Auditor/Staff Accountant is responsible for verifying and recording revenue for the organizations. This position also provides accounting team support with accounts payable, credit card reconciliations, bank reconciliations, filing, and others as needed.

Essential Duties and Responsibilities:

- Reconciling daily cash bags/drawers and credit card deposits
- Prepare revenue reports including daily ridership, departmental revenue, and cashier worksheets
- Post daily revenue journal entry into spreadsheet and accounting system. Follow up with daily reconciliation issues
- Prepare bank deposits and receipt verification
- Audit of vault monthly
- Maintain a checks received log to be sure checks are getting deposited and recorded in general ledger
- Maintain comp ticket database
- Communicates both written and verbally with affiliated departments
- Monitors special event functions with cash bag needs and revenue reporting
- Manages accounts payable by reviewing invoices for appropriate approval, entering in the accounting software, and managing scheduled check runs
- Review vendor statements for verification of all invoices received/entered
- Manage company credit cards and collects receipts for entering into the accounting software
- Communicates with employees/managers in collecting outstanding receipts or invoices
- Communicates with vendors on any reconciling or check issues

- Provides administrative support with ordering of supplies, filing, etc.
- Reconciling of cash accounts to bank statements
- General ledger reconciliations
- Manage accounts receivable and wholesale billing as well as collections of receivables
- Cross-train in reservations department to assist with daily audit and system reporting

Education, Skill and Work Experience Requirements:

- High school diploma or equivalent/college degree in the related area is preferred
- 2+ years' experience in an administrative setting
- Self-motivated with attention to detail
- Ability to communicate effectively
- Possess strong computer skills in Excel (formulas, pivot tables, graphs, sorting, filtering, etc.) and proficiency with Word, Outlook, and PowerPoint
- Experience with Microsoft Access database development and accounting software programs helpful.

Work Environment:

- A majority of time is spent in an office setting
- Some time spent walking in and around railyard and across tracks where uneven ground surfaces and materials are commonplace
- Fast paced team environment