



JOB TITLE Accounting Manager

EMPLOYMENT CLASSIFICATION Full-Time, Salary, Exempt

LOCATION North Adams, MA

About TOURISTS Welcome

We are a destination hotel in the Berkshires town of North Adams, MA and a trailhead for the best of New England's art, adventure, and leisure. Our name is drawn from the history of America's first scenic byway. When the route first opened in 1914, local inns, restaurants, and shops signaled themselves to travelers by bearing signs with a single word: Tourists.

TOURISTS opened its doors in 2018, determined to reframe the name. Taking cues from the Redwood Motel - which operated on our site from 1962-2014 - our buildings reimagine the architecture of a traditional motor lodge, retaining the linear pattern of doors opening directly outside, but with the surprise of rear-facing windows revealing woodlands and beautiful mountains beyond. Guests are enveloped in nature from the moment they enter their rooms, with high-vaulted ceilings, 6x6' daybed windows, outdoor showers, and an advanced air circulation system that replaces the air in the room every 60 minutes - straight from the great outdoors. Since opening, over 30,000 guests have visited TOURISTS.

TOURISTS WELCOME is our hospitality development & management group, also based in North Adams, MA. With an unquenchable interest in the natural history of the region and a goal of providing an economic engine for local employment, TW continues to expand in and outside of North Adams with new projects coming soon. Our mission is to continuously deliver memorable experiences by connecting our guests with breathtaking nature, timeless leisure, local history, and a loving community.

Scope of Work

The Accounting Manager will lead all accounting activities and provide the financial/analytical support for a growing hospitality development and management company. The person in this position is driven, has great attention to detail, and will provide timely and accurate internal and external reporting about our projects assigned financial and operational matters. Responsibility for all financial control including; accounting, reporting, and supervision of production of the consolidated audited financial statements for the firm and its subsidiaries.

This is a startup and a small office, so all team members have to be willing and able to roll up their sleeves to pitch in towards company goals and evolving needs and demands of the business — like plunging a toilet or meeting the lumber delivery truck because no one else is onsite. Employee responsibilities and job descriptions are subject to review and revision.

Essential Functions

- Responsible for all financial procedures/processes/activities and reporting for operating, development and management entities
- Prepare account reconciliations, budgets, financial statements for all owned/managed buildings and entities
- Prepare and analyze budget to actual results for discussion with management and ownership on a monthly, quarterly and annual basis
- Responsible for cash flow management for all entities
- Biweekly processing of payroll, including associated employee adjustments and updates
- Daily accounting functions including: accounts payable, accounts receivable
- Drive month end closing process for all entities; posting journals, account reconciliations
- Develop and manage internal controls and improve as necessary



- Oversee assigned property accounting/bookkeeping staff and work closely with property GM(s) and management, as applicable, to review account reconciliations and financial statements prepared by them
- Ensure compliance with GAAP, industry accounting standards and all legal and government regulations including management agreements, investor agreements, loan documents, etc
- Ensure compliance of loan obligations; including sending quarterly and annual financial statements to loan servicer as specified in loan documents
- Investor relations: respond to all investor queries for specific property information
- Perform other ad hoc accounting duties as required as assigned by management, partners and external vendors
- Participate in task forces and committees as requested

Education & Experience

- Undergraduate degree in accounting
- Four (4) years related experience
- CPA, commercial real estate and development experience preferred

Competencies

1. Integrity and a genuine understanding of hospitality
2. Independent motivation and strong work ethic
3. Ability to prioritize work and exhibit superior organizational skills
4. Meet time sensitive deadline and manage variable workloads
5. Experience implementing and maintaining policies and procedures
6. Demonstrated analytical and quantitative skills with great attention to detail
7. Excellent interpersonal and communications skills and the ability to speak effectively before groups of co-workers and sister-property staff
8. Proactive with issues and highly responsive to management
9. Proficiency in QuickBooks, Microsoft Excel, Word, Powerpoint, G-Suite
10. Ability to understand other accounting and computer systems (i.e. Yardi, Inn-Flow, M3 Accounting Platform, Property Management System)
11. Certificates, licenses, and/or identification cards as required by the U.S. Department of Justice to verify employment eligibility

Working Conditions/Environment

1. The noise level in the work environment is usually moderate
2. The person in this position may have to lift up to 50 pounds on a daily basis
3. The person having this position may have to sit for one (1) hour, stand and/or walk, push, kneel, bend, balance, squat, reach and stretch for eight (8) hours per day
4. The work environment characteristics described herein are representative of those an employee typically encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To apply please send a resume and letter of interest to nina@touristswelcome.com



TOURISTS Guiding Principles

COME AS YOU ARE

Our team, our guests, and our community create the energy of this place. All are welcome.

IT'S ALL IN THE DETAILS

Take the time, pay attention, and be consistent – we take pride in our craft and care that our spaces are pleasing, artful, and treated with respect.

WE STEP UP

We make an effort to listen, be direct, and find solutions, even (and especially) when challenged. Integrity and good communication move mountains.

FUN IS FUEL

We are a place where enthusiasm, camaraderie, and enjoyment can be a part of the everyday.

WE'RE ALWAYS EVOLVING

Adventure, curiosity, and vitality are core to our spirit. We make space for awe, reflection, revision, and growth.

WE TAKE CARE OF EACH OTHER

We actively look for ways to preserve nature and generate economic opportunities that enhance our community. The wellbeing of our business, environment, and people are one and the same.