



Hiring Full-time, On-site, Bookkeeper/Controller

Town Square Inns is a locally rooted, family-owned hospitality company managing several iconic Jackson Hole properties, including four primary lodging properties. Our businesses operate year-round. The owners work closely and in person with staff and expect the same from this position.

Required Qualifications and Skills

- Bachelor's degree in accounting or finance
- Minimum 5 years of relevant experience.
- Proven hands-on bookkeeping experience
- Strong understanding of small business finances

Preferred Qualifications and Skills

- Specific experience in the hospitality industry.
- CPA and/or other relevant certifications.
- Knowledge of other financial software and systems beyond the required

Controller Job Responsibilities:

- Protects assets by establishing, monitoring, and enforcing internal controls.
- Monitors and confirms financial condition by conducting audits and providing information to external auditors.
- Provides status of financial condition by collecting, interpreting, and reporting financial data.
- Prepares special reports by collecting, analyzing, and summarizing information and trends.
- Complies with federal, state, and local legal requirements by studying existing and new legislation, anticipating future legislation, enforcing adherence to requirements, filing financial reports, and advising management on needed actions.
- Protects operations by keeping financial information and plans confidential.

Work Hours & Benefits

- 40 hours on-site work week
- Eligible for insurance, HSA, and PTO
- Affordable housing available
- Competitive pay based on experience

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