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## Job Description

THE TRAVEL SOCIETY / PLANNING PARTNERS INTERNATIONAL

### Job Title

Staff Accountant

### Travel Agency & Meeting Planning

Independent Host Agency and Meeting Planning Company

### Department/Group

Accounting, Reconciliation, Customer Service, and Clerical

### Location

Headquarters Office: Denver, Colorado

### Travel Required

None

### Level/Salary Range

Based on Experience

### Position Type

Full Time, In-Office, Monday-Friday – (Hybrid Remote after 3-5 months)  
(Must be willing to work overtime and/or weekends occasionally.)

We are a Host Travel Agency and Meeting Planning Company seeking a friendly, outgoing Accounting Specialist to handle daily accounting operations for our Meeting/Planning company and assist with our Host Agency commission reconciliations and reporting. No outside travel is required; however, the candidate must have excellent customer service skills and a strong understanding of accounting principles and the travel industry. **Intermediate to advance knowledge of Excel required.**

### ROLES AND RESPONSIBILITIES

- Provide a high level of customer service and professionalism with internal and external clients
- Large meeting attendee expense reimbursement via wire, PayPal, and using international currency
- Day-to-day operations of A/P, A/R, GJE
- Group Budgeting, Reconciling, and Reporting
- Compliance Reporting for Pharma Events
- Quality control and monitoring of heavy daily and weekly transactions
- Commission Tracking for a large group of Independent Contractors
- Commission file imports and bank deposits
- Issuing of Commission Checks to Independent Contractors
- Other accounting duties as requested/required.

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Associate degree or Bachelor's degree
- Dependable work history in Accounting/Bookkeeping based in a corporate business environment
- Proficient in QuickBooks
- Excellent knowledge of Excel (including formulas, filtering, and Pivot tables) is a must.
- Strong knowledge of Microsoft Word, Outlook, and Teams
- Microsoft Access is a plus
- Solid understanding of accounting principles
- Basic working knowledge of the Travel Industry is helpful but not required
- Apollo or Sabre experience is helpful but not required
- Globalware (or other travel industry back-office system) experience is helpful but not required

### PREFERRED SKILLS

- Thrives in a team environment but can work independently
- Candidate must possess **excellent customer service skills** and techniques
- Candidate must be able to communicate effectively
- Ability to multitask and meet numerous deadlines
- Excellent time management skills
- Must be able to prioritize accordingly
- Ability to perform work conscientiously and diligently and demonstrate attention to detail
- Analytical and problem-solving track record

Job Type: Full-time / Exempt

Salary Range: Depending on experience