

Retail Invoice Specialist

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Company: Palisades Tahoe

Location: Tahoe City

Category: other-general

Please note, this position is located at Palisades Tahoe Resort in Olympic Valley, CA

Year Round

About Palisades Tahoe

Palisades Tahoe is the largest ski resort in the Lake Tahoe region, boasting 6,000 skiable acres across eight peaks. The more than 70-year-old resort celebrates a rich history as the host of the 1960 Winter Olympics, the Spring Skiing Capital, and home mountain to dozens of Olympic and World Cup athletes across multiple snow sports. With an average annual snowfall of 400 inches, Palisades Tahoe frequently operates the longest ski and snowboard season in Lake Tahoe. The European-inspired Village at Palisades Tahoe offers year-round events and over 50 bars, restaurants, and boutiques, many of which are locally owned and operated. Palisades Tahoe is on the Ikon Pass, which offers access to 47 international ski destinations. In 2021 the resort changed its name, trading in a harmful slur for a name that better reflects its values and legacy. Visit the Palisades Tahoe website or call 1.800.403.0206 to learn more. You can also visit us on Instagram, Twitter, Facebook, and Vimeo.

A Great Job and Benefits to Match:

Free skiing + riding privileges to 14 iconic resorts including Palisades Tahoe, Mammoth Mountain, Steamboat, Solitude and more!

401(k) plan with generous company match

Free lift tickets, plus 50% off lift tickets

25%-50% discount at Food & Beverage locations at Palisades Tahoe

30% discount at Palisades Tahoe operated retail stores, including The North Face, Oakley and more

Employee Assistance Program (EAP)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Applicants must be 18 years of age.

Job Summary: Performs administrative work supporting all retail store locations, retail department management team members, the Distribution Center, and Accounts Payable.

Job Details

Full time year round

Roles supports 10 outlets

Essential Job Responsibilities/Duties/Tasks include the following; other duties may be assigned:

Organizing the filing system as it relates to Retail Pro Software including purchase orders, vouchers, adjustment memos, invoices, and all other related documentation.

Strict policy adherence concerning all retail inventory, purchase order data input, merchandise receiving, transferring and shipping.

Primarily responsible for accurate and timely pairing of vouchers to invoices and coordinate specific PO discounts and terms associated to purchase order with the buyers. Prompt entering of all invoices into Medius accounts payable software - including reconciliation of invoices, credit memos, RTV's, miss ships, etc.

Ensures all Retail Pro practices and procedures comply with audit requirements and meet operational standards

Understand and follow the policy for managing vouchers and invoices in Medius and Retail Pro, and coordinating with the accounting department in a timely manner to ensure on-time payment

Maintains a clean, neat, and orderly work area

Manage general administrative office space.

Responsible for ordering of general office supplies, stationary, fed ex supplies, and oversee maintenance of mail and copier machine.

Provide clerical support, and creates spreadsheets, reports and correspondence.

Answer telephone and give information for retail management team member(s), routes call to appropriate person, or takes messages.

Copy manuals, reports and other materials as needed.

Assists with implementation of special projects.

Acts as a team player and assists with job sharing activities across the entire retail and demo department.

Responsibly communicates and cooperates with our various business partners, and works to maintain a close working relationship regarding account status.

Competencies and Job Requirements:

Required:

Effective communication skills, oral & written

Strong sense of customer service & safety awareness

Able to understand and follow verbal and written instructions.

Have a neat & clean appearance in compliance with the company grooming standards

Punctual, able to report at scheduled start time

Work well as part of a team.

Excellent organizational skills and able to multi-task

Knowledge of Word, Excel, Retail Pro Software, and RTP database programs.

Education and Experience:

Required:

High School Diploma or GED

One to three months administrative/office experience and/or training; or equivalent combination of education and experience

Preferred

Knowledge of Palisades Tahoe

2 year college degree

The base hourly pay range below represents the low and high end of the Palisades Tahoe Resort, LLC's hourly pay range for this position. Actual pay will vary and may be above or below the range based on various factors including but not limited to experience, education, training, location, merit system, quantity or quality of production, responsibilities, and regular and/or necessary travel. The range listed is just one component of Palisades Tahoe Resort, LLC's total compensation package for employees. Other rewards may include short-term and long-term incentives and many region-specific benefits.

Base hourly pay range: \$20.54 - \$26.71 per hour

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, talk, see, and hear. Sits for extended periods of time at a computer station or work desk; stands and walks regularly throughout the day; uses hands and fingers to operate computers and office equipment for up to 8 hours each day; lifts up to 10 pounds regularly; exposed to typical office environment conditions and noise levels. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perceptions and the ability to adjust focus.

Working Conditions:

Indoor/Outdoor: While performing the duties of this job, the employee may be exposed to outside weather conditions.

Hazardous Materials/Noise: The noise level in the work place is usually moderate.

Equipment Used in Job: General office supplies/equipment

For information on Alterra Mountain Company's Social Responsibility work including our Diversity, Equity, & Inclusion actions, please see our webpage at www.alterramtnco.com/social-responsibility. Among other resources, Alterra has Employee Resource Groups to support the BIPOC (Black, Indigenous, and people of color), disability, LGBTQIA2S+, and women communities within our workforce.

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