

U.S. Figure Skating

Staff Accountant

U.S. Figure Skating, the National Governing Body (NGB) for the sport of figure skating, located in Colorado Springs, Colorado, is accepting applications for the position of Accountant. U.S. Figure Skating is a member of the United States Olympic & Paralympic Committee (USOPC) and the International Skating Union (ISU).

U.S. Figure Skating is an Equal Opportunity Employer and does not discriminate based on race, color, religion, national origin, gender, gender identity or expression, sexual orientation, age, disability, or any other status or characteristic protected by law or regulation. We are committed to building and sustaining a diverse team by maintaining hiring and recruiting processes that are free from bias.

Description:

The Staff Accountant is crucial in ensuring accurate financial record-keeping and supporting the organization's financial operations. The Staff Accountant will be responsible for various accounting functions, including bookkeeping, financial reporting, grant/donor management, and assisting in preparing financial statements.

Qualifications:

- Education: Applicant must hold an Associate or Bachelor's (preferred) degree in accounting, finance, or a related field.
- Experience: 1-3 years' experience in accounting or similar financial role. Previous experience working in the nonprofit sector is preferred.
- Knowledge of Generally Accepted Accounting Principles (GAAP): Strong understanding of GAAP and its application in nonprofit accounting is necessary. This includes knowledge of financial statement preparation, revenue recognition, expense allocation, and balance sheet reconciliation.
- Accounting Software: Experience with accounting software commonly used in the nonprofit sector is required. Knowledge of Microsoft GP accounting software is preferred. Proficiency in Microsoft Excel for financial analysis and reporting is also beneficial.
- Attention to Detail: Excellent attention to detail is essential for accurate data entry, financial record keeping, and compliance with regulatory and reporting requirements.
- Analytical Abilities: Strong analytical skills are necessary to analyze financial data, identify trends, and provide insights for informed decision-making.
- Compliance Knowledge: Familiarity with nonprofit compliance matters, such as IRS regulations for tax-exempt organizations, Form 990 reporting, and grant compliance, is important.
- Communication and Teamwork: Effective verbal and written communication skills are necessary for collaborating with internal stakeholders, external auditors, and potential donors or funding agencies.
- Integrity and Ethical Conduct: This position handles sensitive financial information and must maintain a high level of integrity, ensuring ethical conduct and compliance with organizational policies.

Duties and responsibilities include, but are not limited to, the following:

- General Accounting:
 - Perform day-to-day bookkeeping tasks, including recording financial transactions, verifying, and reconciling accounts, and maintaining general ledgers.
 - Process accounts payable and accounts receivable, ensuring accurate and timely payments and

- collections.
- Maintain organized and up-to-date financial records and documentation.
- Financial Reporting:
 - Assist in the preparation of monthly, quarterly, and annual financial statements.
 - Prepare and analyze financial reports, including balance sheets, income statements, and cash flow statements.
 - Ensure compliance with accounting principles and financial reporting standards.
- Grant/Donor Management:
 - Assist in managing grant- and donation-related financial activities, including budgeting, tracking expenses, and preparing financial reports for grantors.
 - Maintain records and documentation required for compliance and reporting purposes.
 - Collaborate with program managers, grant administrators, and donors to ensure proper allocation and reporting of grant funds.
- Budgeting and Forecasting:
 - Assist in the annual budgeting process by providing accurate financial data and supporting analysis.
 - Monitor budget variances and provide explanations for any significant deviations.
 - Contribute financial forecasting and projections to support strategic planning.
- Internal Controls and Compliance:
 - Adhere to internal control procedures and recommend improvements to enhance efficiency and accuracy.
 - Assist in the implementation and maintenance of financial policies and procedures.
 - Support external audits and ensure compliance with regulatory requirements.
- Cross-functional Collaboration:
 - Collaborate with cross-functional teams, such as Events, Membership, High Performance, IT, and SkateSafe® to ensure accurate financial information and reporting.
 - Communicate effectively with internal stakeholders to provide financial information and respond to inquiries.
 - Foster a collaborative and high-performance culture, encouraging teamwork, innovation, and continuous improvement.

Location: Colorado Springs, Colorado

- U.S. Figure Skating has a flexible work environment, and additional temporary remote opportunities exist throughout the year based on the organization's business operations.

Classification: Salaried – Exempt

Reporting Requirement: Reports to the Accounting Manager

Pay: Salary range is \$55,000 - \$65,000 annually

Applications: Send cover letter and resume to: efehr@usfigureskating.org

- **Telephone calls will not be accepted.**