



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 Staff Accountant. U.S. Figure Skating is a member of the United States Olympic and Paralympic Committee (USOPC) and the International Skating Union (ISU).

U.S. Figure Skating is an Equal Opportunity Employer and does not discriminate on the basis of 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.

Responsibilities Include:

The accountant is responsible for the completion of the tasks listed herein. Emphasis will be placed on ability to work in a team environment, balance multiple projects and deadlines, accuracy, timeliness, flexibility, and professionalism.

Description and Responsibilities Include:

- Supports department with a wide variety of accounting tasks including GL reconciliations, assisting in month end closing procedures, and validation of cash deposits, A/R and A/P functions.
- Oversight of Accounts Receivable to include recordkeeping: collections, Account receivable outstanding statements, bills and invoices, processing of payments; respond to customer inquiries regarding account status; and reconcile expenses to general ledger.
- Complete monthly and quarterly reconciliations including all bank accounts, inter-company, and accrual accounts.
- Process daily journal entries to record daily receivables, merchant accounts and bank deposits.
- Perform weekly internal audits to prevent and monitor misappropriation of cash.
- Maintained close communication with department leaders and vendors to ensure payment of invoices.
- Invoice management, customer relations, account reconciliation, document control, budgeting, data entry, problem solving, and critical thinking.
- Develop reports to detail Accounts Receivable aging reports and past due accounts for management.
- Performed monthly bank reconciliation; processed wire transfers; provided support to cash management.
- Maintain and reconcile the general ledger and chart of accounts.
- Responsible for correcting discrepancies and explaining monthly differences in account analysis and reconciliation.
- Perform other work -related duties and special projects as assigned.

Qualifications:

- Applicant must hold an associate or bachelor's degree in accounting.
- Exceptional organization and planning skills and the ability to work on multiple projects simultaneously while meeting deadlines is a must.
- An attentive and detail-oriented self-starter with the ability take initiative and ownership of projects will be successful in this position.
- Proficiency in Microsoft Applications (Word, Excel, PowerPoint, Outlook) and sound knowledge of accounting principles is a must.

Location: Colorado Springs, Colorado (Hybrid)

U.S. Figure Skating has a flexible work environment. Employees are required to work from the office three days per week; additional temporary remote opportunities exist throughout the year based on the organization's business operations.

Classification: Exempt

Reporting Requirement: Reports to Director, Finance

Compensations: Commensurate with experience: Annual Salary Range: \$42,000-\$50,000

Actual salary will vary and is based upon the candidate's qualifications. This position is eligible to receive an annual bonus based upon individual and Organizational performance. Annual compensation for this position also includes a benefits package, including employer subsidized insurance options for medical/life/short- and long-term disability/dental/vision and a 403b a retirement savings program with employer matching.

Application: Send letter of application and resume to:
Pam Dustin, Human Resource Generalist at
pdustin@usfigureskating.org.

Please note telephone calls will NOT be accepted

Review of candidates will begin immediately, and applicants will be accepted until position has been filled.