



U.S. Figure Skating 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 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.

Qualifications: Applicant must hold an Associate or Bachelor's (preferred) 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. U.S. Figure Skating currently operates on Great Plains 2010 accounting system and will be migrating to Great Plains Business Central 365. Experience in these two accounting systems is a plus.

Classification: Salaried - Exempt

Reporting Requirement: Reports to the Director of Finance

Pay: Commensurate with experience; salary range is \$40,500 - \$48,000 per year

Application: Send resume to Human Resources at apfeiffer@usfigureskating.org. Please have references available upon request. No calls will be accepted. Review of resumes and applications will begin immediately, and applicants will be accepted until the position is filled.

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

1. 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.
2. Oversees 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.
3. Completes monthly and quarterly reconciliations including all bank accounts, inter-company, and accrual accounts.
4. Processes daily journal entries to record daily receivables, merchant accounts and bank deposits.
5. Performs weekly internal audits to prevent and monitor misappropriation of cash.
6. Maintains close communication with department leaders and vendors to ensure payment of invoices.
7. Invoice management, customer relations, account reconciliation, document control, budgeting, data entry, problem solving, and critical thinking.
8. Develops reports to detail Accounts Receivable aging reports and past due accounts for management.
9. Performs monthly bank reconciliation; processed wire transfers; provided support to cash management.
10. Maintains and reconciles the general ledger and chart of accounts.
11. Responsible for correcting discrepancies and explaining monthly differences in account analysis and reconciliation.
12. Performs other work-related duties and special projects, as assigned.