



Accounting Assistant, Finance

Responsibilities:

The Accounting Assistant is principally responsible for assisting in the day to day operations of the organization as it relates to Finance.

The main responsibilities of the Accounting Assistant are, but not limited to, the following:

- Assist with the U.S. Figure Skating Gift Shop Operations.
- Assist with daily fulfillment and monthly inventory processing.
- Assist with daily Accounts Payable functionalities to include filing, ACH Processing for vendors and as it relates to our Events Management System
- Assist with daily Accounts Receivable functionalities to include data entry for inhouse transaction processing, daily deposits, refunds and account collections
- Assist the Accounting department with bank reconciliations and general accounting procedures to include journal entries.
- Assist in preparing documentation for the annual budgeting process.

Classification:

Salaried Non Exempt

Reporting Requirement:

Director of Finance

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.

Salary:

Commensurate with experience

Application:

Send letter of application, resume and link to online portfolio to thall@usfigureskating.org
No calls will be accepted. Applicants will be accepted until the position has been filled.