



USA Volleyball

Job Announcement

USA Volleyball
Attn: Stacie Kearns, Director of Finance
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Colorado Springs, CO 80910
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Assistant, Finance

USA Volleyball (USAV) is the National Governing Body (NGB) for the sport of volleyball in the United States and is recognized by the Federation International de Volleyball (FIVB) and the United States Olympic Committee (USOC).

Job Description

The Assistant, Finance will report directly to the Director of Finance. This position will be responsible for assisting Director of Finance and Finance Manager with financial and accounting matters, processing accounts payable and accounts receivable transactions, fulfillment and maintenance of inventory and filing related tax reports.

Duties and Responsibilities include but are not limited to:

- Perform data entry including invoices, revenues and month-end general ledger adjustments.
- Reconcile savings/checking accounts.
- Assist Director of Finance in compilation of monthly financial statements.
- Assist Director of Finance in the conduct and analysis of quarterly budget reviews, as needed.
- Prepare 1099 forms annually.
- Verify and deposit cash receipts; record and deposit checks.
- Maintain accounts receivable and accounts payable records in an accurate and complete manner.
- Perform credit card merchant fees reconciliations monthly.
- Manage CAP/HP/Events departments in reconciling monthly online income from internet sales and notify them of any inaccuracies.
- Process incoming and outgoing Financial Services mail.
- Prepare disbursement checks for appropriate signature.
- Match check copies with invoices and file in a timely fashion.
- Monitor purchase orders/travel authorizations. Keep appropriate staff members aware of any outstanding purchase order/travel authorizations on a monthly basis.
- Serve as primary contact and supervise Sales Orders.
- Prepare quarterly city and state sales tax.
- Notify directors of aged invoices and obtain status/updates on past due receivable accounts.
- Prepare & send accounts receivable statements at the request of staff.
- Complete and represent USAV in direct bill applications.
- Manage and maintain Inventory of online store.
- Perform manual counts of all inventories on an annual basis. Ensure adjustments are posted accurately.
- Review contracted statements for any errors and bring matters of concern to Director of Finance.
- Other duties as assigned by the Director of Finance.

Qualifications

- B.S. in Accounting or Business preferred (experience can be substituted for degree)
- Strong organizational skills with attention to detail
- Ability to compile facts and figures
- Experience with Microsoft Office software
- Volleyball experience or experience in the NGB or nonprofit industry is a plus.

Salary Range:

\$26,000 to \$31,000, commensurate with experience.

USA Volleyball also offers a comprehensive benefits package to all full time employees.

Interested individual should submit a cover letter, resume and three references to the address listed above.

Review of Applications will begin January 16, 2009