



American Birkebeiner Ski Foundation Bookkeeper/Finance Manager

Organization Summary: The American Birkebeiner Ski Foundation is a 501(c)(3) non-profit organization dedicated to hosting one of the world's greatest ski races, the American Birkebeiner, along with a complement of year-round sporting events, maintaining the nation's premier recreation trails, and promoting healthy lifestyles for people of all ages and abilities.

Position Responsibilities

The American Birkebeiner Ski Foundation (ABSF) Bookkeeping/Accounting position is responsible to and directly supervised by the Executive Director. The Bookkeeper will keep a complete, accurate, and systematic set of records for all financial transactions carried out by the ABSF in a manner that will optimize ABSF's efficiency, accuracy and productivity.

The bookkeeper's responsibilities involve recordkeeping, office operations, communications, and other duties as assigned by the Executive Director. The bookkeeper will maintain a positive attitude that promotes teamwork within the ABSF and a favorable image of the ABSF within the community. The ABSF bookkeeper should demonstrate:

1. A solid understanding of and work experience with accrual-basis accounting systems, including general ledger, accounts payable, accounts receivable, payroll and cash/online receipts
2. Proficiency using QuickBooks Online
3. Proficiency using MS Excel and Word office software
4. Competency in financial reporting/analysis, reconciliations, and preparation of month end financials
5. Managing HR for payroll and executing bi-weekly payroll & payroll liabilities using QuickBooks Online
6. Excellent use of written and verbal communication skills
7. A positive attitude and the willingness to interact positively with associates, vendors, auditors, and customers in a fast-paced office and event environment
8. Excellent organizational and problem-solving skills
9. Flexibility to adjust work schedule as needed
10. Ability to uphold ABSF policies, and perform other duties as assigned by the Executive Director

Compensation: Position will be salaried (based on experience) with a health insurance reimbursement, retirement benefits and paid vacation/holiday days available.

Responsible to: The position reports directly to the Executive Director, but will have strong interaction with other team members.

This job description outlines the primary roles and responsibilities of the position. Other duties may be assigned. Interested candidates should direct cover letter, resume and references by 4:00PM (CDT), May 1, 2018, to:

ben.popp@birkie.com

Or mail to:
Ben Popp, Executive Director
American Birkebeiner
P.O. Box 911
Hayward, WI 54843