



JOB LISTING

ASSISTANT MANAGER, ACCOUNTING (STAFF ACCOUNTANT)

Founded in 1901, the Northern California Golf Association is the largest allied golf association in the United States. The NCGA has roughly 200,000 members who belong to more than 1,300 member clubs throughout Northern California. The NCGA vision is “to ensure the game is vibrant, inclusive, and accessible” and is focused on enhancing the lives of Northern California golfers by helping them enjoy the benefits of golf for a lifetime. As a key partner with the USGA, the NCGA provides its members with official handicap indexes and helps oversee several critical governance areas for the game of golf. The NCGA owns and operates two golf courses (Poppy Hills and Poppy Ridge), conducts more than 650 days of golf events each year, including championships and competitive golf tournaments for all abilities, and casual golf outings and trips. The NCGA also publishes *NCGA Golf* magazine, *NCGA PLUS* digital magazine, and secures exclusive member discounts on products and services. Through the NCGA Foundation, the organization created and expanded Youth on Course, which provides kids access to golf for \$5 or less at over 1,700 golf courses across the US and Canada.

Position: Assistant Manager, Accounting (Staff Accountant)

Status: Non-Exempt

Reports to: Chief Financial Officer

POSITION SUMMARY:

The Assistant Manager, Accounting is responsible for assisting with all accounting related functions for the NCGA including revenue, accounts receivable, accounts payable, tax reporting, and other related functions. This position serves as part of the overall Finance department for the NCGA and will support the other units of the NCGA with their finance and accounting procedures.

DUTIES AND RESPONSIBILITIES:

- Responsible for independently performing both routine and non-routine accounting and financial reporting functions
- Process and reconcile all revenue received by the NCGA including bank deposits and tracking cash spreadsheets
- Prepare daily cash inflow/outflows tracking, post and reconcile credit card transactions, track AR credit decisions, and manage vendor & customer communications to ensure timely flow of payments
- Monthly reconciliation of various systems - subsidiary ledger and general ledger, primarily AR/Billing (Great Plains /MemberPlanet)
- Lead the AP process, including payment of invoices, proper coding and entry into Great Plains, and processing manual check requests
- Monthly bank reconciliation and balance the general ledger accounts daily
- Complete and enter journal entries and reconcile G/L accounts as part of the close process and perform other monthly close tasks
- Assist Clubs with billing and membership questions
- Assist in the year end close and annual audit processes
- Assist in preparing and monitoring internal controls and help maintain financial policies and procedures to ensure accurate financial reporting

REQUIRED QUALIFICATIONS:



- Bachelor's Degree
- 2-3 years of experience in accounting.
- Knowledge of generally accepted accounting principles (GAAP), procedures and application
- Fluency in Microsoft Office suite (Excel, Word, PowerPoint, etc.)
- High attention to detail and strong organizational skills.
- Ability to work in a fast paced environment and handle several tasks simultaneously.
- Strong oral and written communication skills.
- Strong work ethic and willingness to be a team player.
- Good people skills and high level of customer service.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools, or controls; talk or hear

PREFERRED QUALIFICATIONS:

- Previous experience with Great Plains
- Knowledge of and passion for the game of golf (strongly preferred)

WORK SCHEDULE:

- Monday to Friday, standard business hours (8am-5pm).

COMPENSATION AND BENEFITS:

This is a full-time, Non-Exempt position; salary will be commensurate with experience. Some clothing will be provided, with the employee expected to source and maintain a high-standard of attire at all times. Benefit package includes health, dental and vision insurance. Dependents may be added with premiums paid by the employee. Participation in the company's 401k plan after one full year of employment. PTO, holidays, meals, and golf benefits also included.

APPLICATION INSTRUCTIONS:

The Northern California Golf Association is an Equal Opportunity Employer.

To apply, please send a resume, cover letter, and references to Patrick Glaessner, Senior Director of Human Resources.

- E-mail: p glaessner@ncga.org