



JOB LISTING STAFF ACCOUNTANT

Youth on Course is a nationally recognized non-profit based in Monterey, CA serving more than 130,000 youth through subsidized rounds of golf, high school internships, caddie programs, and college scholarships. We are currently experiencing rapid growth and have a presence in all 50 states and Canada.

If you value making a difference for young people and are excited about helping provide them with access to life-changing opportunities, this role may be for you. Youth on Course is a results-oriented team with a work-hard, play-hard culture. You will have a great opportunity to change the lives of the youth we serve.

Position: Staff Accountant

Status: Non-Exempt

Appointment: Part-Time

Reports to: YOC Chief Executive Officer & NCGA Chief Financial Officer

POSITION SUMMARY:

Youth on Course has an immediate opportunity for a talented and motivated part-time Staff Accountant. This position is responsible for assisting with all accounting related functions for Youth On Course including revenue, accounts receivable, accounts payable, tax reporting, and other related functions. This position works directly with Youth On Course for their finance and accounting procedures but also serves as part of the overall Finance department for the NCGA.

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 YOC, including bank deposits and tracking cash spreadsheets
- Prepare daily cash inflow/outflows tracking, post and reconcile pledges and donations, process membership adjustments, and ensure timely flow of payments
- Monthly reconciliation of various systems - subsidiary ledger and general ledger, primarily AR/Billing (Great Plains/MemberPlanet), etc.
- 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, reconcile G/L accounts as part of the close process, prepare financial statements for YOC, and perform other monthly close tasks
- 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 related 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 accounting experience working with non-profits
- Previous experience with Great Plains
- Knowledge of and passion for the game of golf and/or impacting opportunities for youth

WORK SCHEDULE:

- Monday through Friday, hours to be determined, but during standard business hours of 8am-5pm

COMPENSATION AND BENEFITS:

- This is a part-time, Non-Exempt position. Compensation will be competitive and depend upon past experience and qualifications.
- Participation in the company's 401k plan after one full year and 1,000 hours of employment.
- Sick leave, discounts on food and golf equipment, and complimentary golf at Poppy Hills/Poppy Ridge GC.

APPLICATION INSTRUCTIONS:

Youth on Course is an Equal Opportunity Employer. To apply, please send a resume, cover letter, and references to Patrick Glaessner, Senior Director of Human Resources at pglaessner@ncga.org.