



National Office: 5525 Clem's Way, Stevens Point, WI 54482  
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### United States Curling Association, Inc.

The United States Curling Association, Inc. (USCA), the National Governing Body for the Olympic sport of curling, is looking for a qualified individual to hire for the position of Controller.

Along with the necessary professional skills, the candidate should be good with people, enjoy a job with variety, challenge and constant activity, and be comfortable working in a small office environment. Minimal travel is required. The position is permanent, full-time, with competitive compensation and company-supported health, dental, and life insurance benefits. Candidates will be considered based on a combination of their education, skills, experience, and work ethic. Start date is in June or earlier.

#### **CONTROLLER**

**General information:** Responsible for management of the Accounting, Budgeting, and some Human Resources functions. Manage the annual external audit and the IRS Form 990 preparation (completed by our accountant/auditors), and the preparation of the financial sections of the organization's annual report. Will supervise and help allocate duties to a half-time bookkeeper.

**Wages and benefits:** Competitive and commensurate with experience.

**What skills and education will help me get this job?** An accounting degree and proven experience with fund accounting are required. QuickBooks experience required, and not-for-profit accounting experience would be a plus. Strong work ethic, ability to meet deadlines while multi-tasking, and experience using Microsoft Word and Excel.

**What is the USCA?** The United States Curling Association is the National Governing Body for the ice sport of curling, an Olympic Winter Games sport. Member, U.S. Olympic Committee & World Curling Federation. The national office has been located in Stevens Point, Wis., since 1985.

**How do I apply?** If you are interested in being considered for this position, contact Rick Patzke at 715-344-1199 x204, email [jobs@usacurl.org](mailto:jobs@usacurl.org), fax 715-344-2279, or write the USCA at 5525 Clem's Way, Stevens Point, Wisconsin 54482. Please include your resume, references and a letter describing your interest in and qualifications for the position, along with your salary requirements.

The USCA is an equal opportunity employer.

