



National Office: 5525 Clem's Way, Stevens Point, WI 54482
715-344-1199 • fax 715-344-2279 • info@usacurl.org • www.usacurl.org

Accounting & Administrative Manager Job Description United States Curling Association

Job Title Controller

Company Profile

USA Curling is a non-profit organization recognized by the United States Olympic Committee and the World Curling Federation as the governing body for the sport of curling in the United States. With over 165 member clubs and 20,500 members, USA Curling strives to grow the sport of curling and produce athletes who can excel at the highest level of competition. The national office has been located in Stevens Point, Wis., since 1985. More information is available at USA Curling's web site: www.usacurl.org

Summary

Responsible for management of the Accounting, Budgeting and some Human Resources functions. Manage the implementation of policies and procedures, and goals and objectives of these functions. Responsible for the timely issuance of both internal and external financial reports. 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.

Duties & Responsibilities

1. Staff, manage and develop direct and indirect reports, developing individual staff and organizational capability.
2. Manage the implementation of the goals and objectives of the Accounting and Budgeting functions.
3. Manage the implementation of accounting policies, procedures and systems.
4. Supervision of and allocation of duties to a half-time bookkeeper.
5. Identify and manage the implementation of procedural changes designed to improve internal controls, departmental efficiency and/or report quality.
6. Manage the General Ledger, including timely and accurate monthly closings, the review of account balances and the reconciliation of accounts.
7. Process transactions related to accounts payable and accounts receivable, payroll, fixed assets, depreciation and amortization, and maintain records related to those.



8. Manage the development, documentation and delivery of financial training to the organization.
9. Manage the development and maintenance of standard and ad hoc financial reports.
10. Assist in the development of grant proposals. Provide financial oversight with project coordinators to ensure compliance with grant requirements and our organization's financial policies. Provide financial reports to granting agencies in conjunction with narratives developed by staff responsible for grant project implementation.
11. Manage the annual external audit, acting as primary liaison with external auditors, ensuring all necessary reconciliations prepared upon arrival of the auditors, and providing needed schedules and documents for audit and tax return purposes.
12. Manage filing with and reporting to governmental agencies with regard to staff and consultants, and maintenance of the organization's charitable organization and 501(c)(3) statuses.
13. Provide direction during the annual financial budgeting process, managing the development of automated, accurate data gathering, analysis and presentation.
14. Oversee the development, implementation and maintenance of financial systems (i.e. ERP, Budgeting, on-line reporting, payroll, etc.) that are critical to the daily operation of the organization.
15. Assist the Executive Management Team in achieving budgeted financial results through reporting, forecasting, management of the balance sheet including cash management and, the budget relieving use of VIK assets.
16. Provide the Executive Management Team periodic comparative operating results vs. budget, as well as current balance sheets.
17. Manage staff benefits, including personal time off (PTO); health, dental and life insurance; 401(K) program; and FlexSavings Accounts.
18. Participate in developing strategic and tactical plans for the organization.
19. Serve as the staff liaison with the Finance-Audit Committee for USCA.