Join Team USA Diving! USA Diving is moving to Colorado Springs. We are looking for enthusiastic team members to help us continue to take the sport of diving and its athletes to new levels. We are passionate about sharing the excitement of the sport, and need dedicated team members who can help us continue to be the United States’ most successful summer Olympic sport.

We are looking for a Staff Accountant/Membership Coordinator to join the team. The Staff Accountant/Membership Coordinator will be responsible for the following:

Manages the Accounting function for USA Diving including:

- Directly manage all aspects of the organization's financial, accounting, cash flow, and budget activities.
- Report to Treasurer and CEO regarding the finances of the organization.
- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
- Manage the annual financial audit and IRS 990 disclosures.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting, or other tax requirements.
- Assist CEO in the management of employee benefits plans.
- Manage payroll and HR for the organization.
- Preparing quarterly financial reports.
- Manage employee expense reports.

Manages the membership function for USA Diving including:

- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
- Answer member services hotline and assist athlete and coach members with inquiries.
- Coordinate, track, and evaluate all membership and renewal activities, including member registration processes.
- Update membership database to ensure accuracy.
- Generate club insurance certificates and issue certificates of insurance.
- Assist with any other duties, as assigned.

Skills & Requirements
• High attention to detail.
• Ability to problem solve.
• Ability to communicate with a diverse population.
• High level of accountability.
• Strong customer service skills.
• Strong problem solving skills.
• Strong computer skills on accounting software including QuickBooks.
• Excellent use of Microsoft suite products.
• Familiarity or willingness to learn membership management software.

Experience & Qualifications

• A minimum of 5 years at a Senior Accountant level or equivalent
• Bachelor’s Degree in Finance or other related field

Compensation & Benefits

This is a full time, exempt position based in Colorado Springs. Base salary is $45,000 - $50,000 Commensurate with experience.

USA Diving provides our team with a competitive benefits package including 401(k), Medical, PTO, and Holidays.

Travel

• Up to four times a year.

How to Apply

To apply for our team, please email a current resume and a cover letter detailing your experience and qualifications for the role to hiring@USAdiving.org - in the subject line of the email please list the position title you are applying for as we have multiple positions available on our team.

USA Diving, is proud to be an Equal Employment Opportunity Employer.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to age, race, sex, color, religion, national origin, disability, genetic information, creed, ancestry, sexual orientation, transgendered status, pregnancy or any other status protected by state or local law.