Accountant
Part-time
Location: Virtual

The World Flying Disc Federation (WFDF) is looking for an experienced bookkeeper/accountant or accounting firm to serve as an independent contractor in compiling our financial matters. WFDF is the international governing body for flying disc sports and is a US-based 501(c)(3) not-for-profit corporation with significant activity globally.

We are a dynamic group of board and staff members and are passionate about managing world-class global championship events and expanding flying disc sports across the globe. In this position you will work directly with the Board Treasurer, Executive Director and Events Director to manage the finances of the organization. Our web site is at www.wfdf.sport.

Job description

- Have a complete understanding of general ledger and accrual accounting.
- Record deposits and apply to accounts receivable.
- Process accounts payable and international bank wires/ACH/check payments including foreign currency conversions.
- Process monthly payments to independent contractors.
- Perform monthly closing including bank reconciliations, journal entries for accruals, prepaid expenses and recurring transactions.
- Prepare monthly financial reports for the Executive Committee.
- Work closely with Treasurer and Manager of Events & Operations.
- Maintain backup document files for receivables, payables, championship event reconciliations and development grants for the annual audit.
- Work with auditor on annual audit and preparation of 990 tax form.
- Respond to emails on a regular basis.

Experience needed

- 10+ years’ experience with accounting/bookkeeping/financial reporting.
- QuickBooks Online and Microsoft Excel/Word.
- Fluency with online payment systems such as PayPal, WISE, etc.
- Understanding of US GAAP and not-for-profit accounting.
- Accounting degree a plus.
- Experience in a sports-related and/or not-for-profit environment helpful.

This position requires working remotely.

You will need access to the Internet and a computer/printer/scanner and be able to check email on a regular basis.

This is a part-time position as an independent contractor working approximate 30 to 50 hours a month depending on event activity. The hourly pay rate is $40.

Please provide a resume/cv, cover letter, and professional references to the attention of Kate Bergeron, Treasurer, at kate.bergeron@wfdf.sport.