

## **Bookkeeper**

### **Pensacola Sports**

Job Status: Non-Exempt, Full Time

Salary Range: \$35,000 to \$45,000 annually

Reports to: Director of Operations



### **Responsibilities**

- Directs the formulation of the proposed annual budget; ready for approval by the Executive Board by August 1.
- Responsible for weekly budget tracking, monthly variance reports, quarterly projections balance sheets and other reports as required by the Director of Operations or President/CEO.
- Perform all activities related to Accounts Payables and Accounts receivables. Including bank deposits as required.
- Maintain records of donations and send formal acknowledgment letters to donors as proof of their contribution.
- Issue customer invoices, track and send past due notices.
- Maintain all checking accounts and balance bank statements monthly – PS Operating and Sports Marketing/tourist development tax (TDT) account.
- Maintain all credit card accounts and petty cash.
- Balance all event accounts to their respective budgets.
- Prepare financial statements for Board Meetings.
- Responsible for cash management and procedures at all events, including arranging for locked bank bags where necessary and timely reconciliation of collections.
- Primary contact for auditing firm during annual audit process.
- Responsible for any required correspondence with IRS and State of Florida, including sales tax return and Business Reports.
- Responsible for the timely renewal and payment of regulatory items such as insurance requirements, sales tax collection, city lease, business license, and other legal items as directed.
- Review Investments monthly. Complete investment summary reports and monitor dividend receipts.
- Responsible for the maintaining the Sports Marketing/TDT Budget, reporting on the actuals once a month and when requested by the Director of Operations. This includes adjustments as directed throughout the fiscal year and tracking the due to/due from account.
- Organize and submit monthly sports marketing submission to Visit Pensacola. Including, obtaining copies of bank statements, images of cleared checks, proof of EFT payments for submissions.
- Continually improve financial procedure opportunities for efficiency, accuracy, and security.
- Research and suggest financial opportunities, improve fiscal management.
- First line of defense for any financial red flags or expense discrepancies.
- Maintain organized financial records electronically on a secure server. Minimize paper filling.
- Other duties/projects as assigned.

## Requirements

- Technical/computer skills, including proficiency with Quick Books and Microsoft Office programs.
- Ability to handle confidential information.
- Ability to learn and utilize new applications and programs.
- Exceptional communication and customer service skills.
- Strong prioritization, organization and record keeping skills.
- Ability to work without supervision, excellent time management skills.
- Ability to Multitask.
- Ability to work independently, stay on task and problem solve.
- Fiscal responsibility to adhere to a set budget.
- Experience with accounts payable, accounts receivable, general ledger.
- High degree of accuracy and attention to detail.

## Physical Requirements

You won't need the endurance of a stallion, but you will have some **light physical demands** (i.e. spending hours listening and talking; working on the computer and phone; driving to meetings and events; lifting light pieces of equipment and materials; and **occasionally working long days, nights or weekends**)

Pensacola Sports is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, sex, age, disability or veteran status.