



Arizona Golf Association
Director, Accounting and Administration
Job Description

Reports To: Executive Director
FLSA Status: Full-time (Exempt)

The Arizona Golf Association (AGA), which was founded in 1923, is a not-for-profit 501(c)(4) association that serves as the official governing body of amateur golf in Arizona with more than 700 men's and women's clubs serving more than 90,000 individual members. Today, the AGA is a volunteer-based organization directed by amateur golfers passionately dedicated to promoting the game of golf and providing valuable benefits and services to its members.

Purpose

The Arizona Golf Association (AGA) is in search of a Director of Accounting and Administration that is knowledgeable in non-profit accounting and human resources. This position is responsible for overseeing monthly, quarterly, and annual financial statements of the Arizona Golf Association and the Arizona Golf Foundation. As a key leader at the AGA, this position also supports the day-to-day operations of the golf association.

Primary Duties and Responsibilities

- Manage all of activities of the accounting department for the accurate and timely dissemination of financial management reports including, but not limited to, monthly, quarterly, and annual financial statements, including Balance Sheet, P&L and Cash Flows; handle the month-end close process and prepare month-end reconciliations. This position would lead the accounting team, currently comprised of 3 staff members.
- Work with the Executive Director to prepare the annual operating budget for presentation to the Treasurer and Finance Committee.
- Work with the Executive Director, Investment Committee, and coordinate with the Independent Financial firm for long-term investments.

- Provide the Finance Committee with quarterly accrual basis financial statements including Balance Sheet, Profit and Loss, Comparison of Budget vs. Actual and Cash Flow analysis.
- Provide annual financial information to company's outside accounting firm for the preparation of annual tax returns and audited/reviewed Financial Statements.
- Work with the company's outside accounting firm to establish and maintain internal systems and controls that verify the integrity of all financial processes.
- Ensure the accurate and timely management and processing of all accounts receivable activities by accounting staff, including club billings, advertising invoicing, tournament revenues, accounts payable, petty cash, employee expense reports, and other miscellaneous cash receipts.
- Supervise AGA staff work schedules, including time recording for hourly employees, sick leave, vacation time off, etc.
- Manage employee insurance policies including health, life, dental, visual and disability.
- Support the Executive Director in maintaining key business relationships with landlords, professional services, banks, etc.
- Manage the fleet of vehicles that are owned or leased by the AGA, including allocation of expenses to departments, and determining annual employee personal use of company vehicles.
- Manage human resource duties, including but not limited to, employee benefits and HR files, payroll processing, and payroll tax compliance.
- Support the leadership and operations of the association by contributing to long-range strategy and planning discussions and by providing support to association staff/volunteers at select events.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills and Qualifications

- Bachelor's degree in accounting or related field; a CPA is a plus
- 5+ years of accounting experience as a director of accounting, or equivalent relevant experience
- Solid knowledge of accounting policies, principles, procedures, and internal controls
- Experience with the audit process and creation of annual budgets
- Supervisory and human resources experience is a plus
- Passion for and knowledge of the game of golf is a plus
- Highly proficient with spreadsheets and accounting software
- Experience with QuickBooks and Microsoft Office
- Great communication skills
- Ability to prioritize and perform multiple tasks
- Ability to solve problems independently

Compensation Package

- Salary commensurate with experience
- Medical, dental, vision, life, and disability insurance
- Paid vacation, sick leave & holidays
- 401k plan

Application Process

Please forward cover letter, resume and salary expectations to:

Joe Foley
Executive Director
Arizona Golf Association
jfoley@azgolf.org

Application Deadline: Position open until filled