

INDIANA GOLF



Promoting the Game, Honoring the Tradition.

Director of Accounting

The Director of Accounting would report directly to the Executive Director and work closely with all staff and the Assistant Executive Director. The position would allow for a flexible schedule but require attention to the job Monday-Friday. Seeking a start date of Mid-December with a minimum of 1-1.5 months training with current Accounting Director. Accounting background is necessary in order to manage three large entities (Indiana Section PGA, Indiana Golf Foundation, and Indiana Golf Association). Current office location is Franklin, Indiana but we are moving to Fort Harrison in Indianapolis in the Fall 2021.

Responsibilities:

Maintaining Current and Historical Records

- Maintain an orderly accounting filing system
 - File all banking transactions in the appropriate entity file for each month
 - Maintain all First Tee program location credit cards, reimbursements, assets and electronic files through Google Drive shared files
- Maintains historical records for 7 years.
- Continual tracking of bank account balances
- Liaison with banking vendors (Chase and First National Bank-Franklin)

Accounts Payable

- Pay vendor invoices, Pro Purse and First Tee Coaches
- Verify and record bank auto withdraws in the general journal
- Make and record necessary bank transfers when more than one entity is involved
- Enter payroll reports provided by payroll company

Accounts Receivables

- Coordinate bank deposits
- Maintain the petty cash fund
- Track the Handicap receivables and report to Executive Director any concerns
- Manage the billing for all USGA member facilities in BlueGolf
- Transfer funds to the appropriate account when more than one entity is involved
- Keep records of credits owed to the company for all entities

Taxes

- Comply with local, state, and federal government reporting requirements
- File quarterly and monthly tax returns, along with payroll tax, sales tax and business entity tax
- Monitor fixed assets

Audit

- Assemble information for external auditors for the trial and annual audits
- Conduct periodic reconciliations of all chart of accounts to ensure their accuracy
- Provide information to the external accountant who creates the company's financial analysis
- Continually evaluate office policies in regard to banking, mail etc.

Reconciling

- Conduct a monthly reconciliation of the following:
 - All bank statements
 - All meetings, tournaments and donations through Blue Golf
 - All the First Tee Programs and donations through SalesForce
 - All donations through Blackbaud Donor CRM, Square and any additional platforms

Financial Statements

- Revise annual budgets with recommended adjustments
- Calculate variances from the budget and report significant issues to Executive Director
- Develop monthly financial statements, profit & loss statements w/budget and balance sheets
- Issue financial results on a monthly basis to Executive Director

Reporting to Board Members

- Issue, approved by the Executive Director, financial statements to IGA, IGF, PGA and all of the First Tee program locations.
- Seek approval of Executive Directors credit card statements from the board officers

Vendors/Sponsors

- Keep updated record of vendors and retrieve and send W9's
- Work with staff on tracking sponsorship income

Compensation/Benefits:

- Salary Range \$45k-\$50k (based on experience)
- Mileage- all business mileage reimbursed (position does not require travel but should there be a scenario, mileage would be covered at \$.50/mile)
- Healthcare (no dental or vision)
- Basic Life
- 401k (available to enroll after one year)
- Cell Phone (plan coverage)
- AAA
- Paid Time Off (12 days and increases after first year)