



PREMIER SPORTS MANAGEMENT & PREMIER DONOR STRATEGIES

JOB DESCRIPTION

Accountant

Overview: This position serves as the primary accountant for Premier and is responsible for all of the daily accounting activity including financial systems, bookkeeping, records and reporting.

Accounting system: QuickBooks Online (integrated from QuickBooks Pro) with Payroll function

Primary Responsibilities

- Manage and perform all day-to-day accounting activities including:
 - Processing vendor invoices (received via paper and online) for payment after approval and coded to related project(s).
 - Processing & emailing customer invoices and following up on receipt of payment.
 - Overseeing monthly corporate credit card invoice and coding all transactions to the appropriate project (with help of each employee who incurred the charge).
 - Keep copies of all transactions if required by client to be submitted with the invoice in order for Premier to be reimbursed.
 - Monthly bank reconciliation.
 - Monthly employee time allocation to projects.
 - Pick up mail from UPS postbox at 137th & Metcalf
- Manage accounts payable and accounts receivable to ensure timely execution using QuickBooks accounting system.
- Process twice-monthly payroll using the QuickBooks Online Payroll function (requires annual update).
- Monitor processing of filing bi-weekly payroll taxes and quarterly and annual payroll tax filings (including employee W2s, etc.). using QuickBooks Online Payroll function.
- Provide financial oversight by reviewing all invoices, reports and activity.
- Make all journal entries.
- Manage QuickBooks Online accounting system.
- Obtain W9 from each vendor, contract labor, etc. and maintain file of all W9s. Prepare and mail the required 1099s annually using QuickBooks Online accounting system.
- Prepare internal financial reports as requested.
- Manage Simple IRA plan and process monthly contributions.
- Prepare all required corporate forms and reports for governmental or regulatory purposes.
- Handle all year-end reporting and annual tax preparation necessary for tax accountant to process annual corporate tax return.

- Maintain physical accounting files and purge after required retention period.
- File all company contracts, maintain client files, and serve as keeper of official records.
- Handle workers comp insurance audits.
- Oversee company relationships and accounts with banks and other financial institutions.
- Work with clients to coordinate all project financials and prepare reconciliation reports.
- Handle new employee onboarding or employee departure (payroll, health insurance, etc)
- Coordinate company insurance policies — health insurance, property, liability, workman’s comp, etc.
- Provide overall direction in company’s financial matters.

QUALIFICATIONS

Key personal qualifications for this position include, but are not limited to, the following:

- Bachelor’s degree in accounting or finance
- Minimum 5-10 years of experience in accounting/finance.
- Experience with financial reporting requirements.
- Highly-organized and good prioritization skills.
- Demonstrates a relentless attention to detail.
- Thrives in helping achieve outcomes that meet and exceed expectations.
- Places high importance on personal character and moral values.
- Successful completion of a background check.

COMPENSATION

Hours: Will vary slightly throughout year, but expected average is 15-20 hours per week

Salary: Hourly rate dependent upon experience and qualifications

Benefits: Savings Incentive Match Plan (Simple IRA) tax-deferred retirement plan

ABOUT PREMIER

Premier Sports Management is a sports marketing and events company that has worked with many of the nation’s most prestigious sports organizations and sponsoring brands over the past 30 years. We focus on creating strategy, developing game-plans and then executing it with excellence. Premier is a full-spectrum provider of services to sports properties, such as leagues, teams, universities, governing bodies and coaches’ associations, along with corporate brands who seek to leverage sports partnerships to build business.

Premier Donor Strategies helps non-profit organizations grow their ministry and fulfill vision by providing tools that build strong relationships and deeper engagement with key donors and influencers. One of the primary features of this strategy is the development and execution of major donor events, a first-class destination experience that casts vision and inspires donors to make significant commitments to the cause.

OUR CULTURE

The Premier brand and culture is built around the pillars of excellence, trust, teamwork and influence. We seek people who share likeminded values and who want to be part of helping fulfill a corporate vision whose purpose extends beyond finance and is mission-focused.

APPLICATION LINK

careers@experiencepremier.com