

Missoula Area Youth Hockey Association

Job Description

Job Title: **BUSINESS MANAGER**

Reports to: Executive Director

Status: Regular full-time, exempt position

Schedule: Average of 35 hours per week, Monday-Friday 9 to 5 pm, with additional hours during the peak season and reduced hours during the off-season. Includes occasional evenings, weekends and holidays.

POSITION OVERVIEW

The Business Manager provides day-to-day financial, operational and administrative support for the organization. The Manager performs basic bookkeeping duties and works with outside accounting firm to ensure proper tracking of financial information. The Manager assists with all aspects of human resources and payroll functions and administers employee benefits. S/he manages relationships with vendors and serves as primary administrator of MaxGalaxy software system. Provides excellent customer service and handles skate shop admissions for daytime public sessions. Schedules groups and birthday parties. Requires strong attention to detail plus organizational and customer service skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Finance and Accounting

- Handles basic accounts payable and accounts receivable functions including QuickBooks entry, processing of payments/deposits and invoice filing.
- Enters daily sales receipts from skate shop and concessions into QuickBooks. Creates bank deposit slips and deposits to bank account.
- Works with outside accounting firm to reconcile bank and credit card statements and provides necessary information for annual 990 preparation.
- Maintains relationships with financial vendors such as credit card companies, banks, service merchant and ATM provider. Negotiates rates and troubleshoots problems.
- Prepares monthly financial statements and reviews information with management staff. Assists with annual budgeting process.
- Sets procedures and trains staff on POS operations and daily accounting activities. Ensures proper controls surrounding cash handling.
- Works with Executive Director to review annual insurance policy and ensure appropriate coverage for organization.
- Ensures proper tracking and allocation of restricted funds, including youth hockey scholarships and capital campaigns.
- Tracks donations and sponsorships in software system and sends acknowledgement letters on behalf of Executive Director.
- Serves as point of contact for youth hockey travel team managers. Manages travel team accounts and reconciles monthly.
- Works with Youth Hockey Director to coordinate youth hockey fundraising activities. Tracks balances owed and helps collect year-end balances.

Human Resources/Payroll

- Prepares and manages bi-weekly payroll process in conjunction with outside accounting firm.
- Assists with hiring for open positions, including posting positions, collecting applications and scheduling interviews.
- Processes new hire paperwork and maintains appropriate personnel records and information (hire dates, salaries, etc.). Assists with employee onboarding and sets up direct deposit.
- Manages employee health insurance and IRA plans. Handles staff additions/removals from plan as needed.
- Responds to department of labor reports and unemployment filings.

Office/IT

- Acts as primary administrator for MaxGalaxy software and POS system. Troubleshoots problems and contacts Max when necessary to resolve issues.
- Sets up registration for hockey programs and events, manages online registration process and oversees manual entry of registrations by staff.
- Works with operations supervisors to train staff in usage of Max and maintains appropriate procedure books to help with trainings.
- Handles daytime skate shop admissions and books birthday parties, facility rentals and groups.
- Runs monthly registration and sales reports from Max for hockey directors, Executive Director and board.
- Manages TVS, computers, internet and phone system for facility and works with vendors to ensure proper operation. Provides IT support for staff.
- Answers phone calls and greets customers. Responds to general emails and voice mail messages and manages outgoing voice mail messages.
- Maintains thorough knowledge of rink programs to recommend appropriate programs to best meet customers' needs. Ensures team members are adequately informed of rink activities.
- Monitors, orders and maintains all office supplies and equipment.
- Maintains key organizational documents such as board minutes, budgets, financial reports, 990s and accounting records and insurance policies.
- Provides administrative support to Executive Director and other management staff as requested.
- Performs other duties as assigned.

QUALIFICATIONS

- Degree in business, accounting or finance.
- Bookkeeping or office management experience, preferably in a nonprofit organization.
- Proficiency in QuickBooks and Microsoft Office programs. Experience with databases and POS systems a plus.
- Strong attention to detail and commitment to accuracy.
- Excellent organizational and customer service skills.
- Team player who thrives in busy work environment.
- Willingness to work occasional evenings and weekends.
- Ability to maintain confidentiality and exhibit good judgement.
- Employment is contingent upon completing background check and SafeSport training through USA Hockey.

WORKING CONDITIONS

This position can involve sitting, standing, walking, stooping, lifting, carrying, pushing, and pulling. Work responsibilities will be performed in a standard office environment, however all functions named in this section could also be performed on an ice surface in accordance with employment in a recreational facility of which an ice rink or arena is present.

SALARY

Depends on experience and qualifications.