Missoula Area Youth Hockey Association
Job Description

Job Title: **ADMINISTRATIVE MANAGER**

Reports to: Executive Director

Status: Regular part-time, non-exempt position

Schedule: Average of 20-30 hours per week, Monday-Friday, with additional hours during the peak winter season and reduced hours during the off-season. May include some evenings, weekends and/or holidays.

POSITION OVERVIEW

The Administrative Manager provides day-to-day financial 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. The manager schedules groups and birthday parties and assists with facility operations as needed. 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 and/or board members. Assists with annual budgeting process.
- Sets procedures and trains staff on POS operations and daily cash handling activities. Ensures proper controls surrounding cash handling and compliance of policies among staff.
- Ensures proper tracking and allocation of restricted funds, such as 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 and conducting 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.
- Ensures all staff have background checks and SafeSport training as required by USA Hockey.
- 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.
- Trains staff in usage of Max and develops and maintains appropriate procedure books to help with trainings.
- Helps hockey directors set up registration for programs and events, manage online registration process and oversee on-site entry of registrations by staff.
- Books birthday parties, facility rentals and groups in MaxGalaxy. Ensures proper execution of birthday parties and group rentals.
- Works with Executive Director to review annual insurance policy and ensure appropriate coverage for organization.
- Produces monthly registration and sales reports from Max for 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 weekday skate shop coverage as needed.
- Provides administrative support to Executive Director and other management staff as requested.

QUALIFICATIONS

- Degree in business, accounting or finance preferred.
- Three years of bookkeeping, human resources or office management experience. Understanding of GAAP and nonprofit accounting is preferred.
- 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, time-management and customer service skills.
- 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 near an ice surface in accordance with employment in a recreational facility of which an ice rink or arena is present, thus exposing the employee to cold conditions.

SALARY
$18-$22 per hour, depending on qualifications. Position is not eligible for benefits.

TO APPLY
Email a cover letter and resume to Laura Henning, Executive Director at laura@glaciericerink.com.