

Northfield Soccer Association
Bookkeeper/Registrar Job Posting– April 2019

DESCRIPTION OF DUTIES

Bookkeeper

- Coordinate with the Treasurer to receive bills to be paid and deposits made (by Treasurer) as well as having the Treasurer sign checks.
- Create and send out invoices for field rentals, sponsors and donors as requested by NSA leadership.
- Enter information regarding checks written, EFTs and deposits made into QuickBooks accounting software.
- Monthly bank statement reconciliation
- Create monthly financial statements using Quickbooks and provide to the Board prior to monthly Board meetings. Create other financial reports as requested by the Board.
- Send payroll information for all NSA employees to Accountants (Goodney & Associates) for payroll processing each month.
- Manage file for employee tax documents - W4s for employees, W9s for referees.
- Work with Accountants to file quarterly employment taxes, annual state, federal and sales taxes (if needed) and 1099s to referees.
- Work with Treasurer to develop annual budget by end of August and enter budget into QuickBooks.

Registrar

- Registration of players for Travelling teams for the spring/summer and fall seasons through the MYSA Affinity system.
- Add players as needed due to late registrations
- Monitor background checks, concussion training and SafeSport training certificates within Affinity for adult volunteers

KNOWLEDGE/SKILLS

- Quickbooks accounting software
- Able to use Google Drive, docs and sheets.
- Organized and able to work with limited direction

CONDUCT and COMPLIANCE: During the term of service, the Administrator must:

- a. Conduct: Use their best efforts to promote and maintain the success and reputation of NSA, and set, encourage and enforce the highest standards of leadership, fair play and good sportsmanship.
- b. Compliance: Comply with all rules and regulations of both NSA and MYSA including, but not limited to its drug and alcohol use policies.

- c. **Reporting:** Promptly report to the Board President all issues or problems that arise with respect to the conduct or compliance of any individual member of a team, a parent or a coach.

EMPLOYMENT STATUS: The Bookkeeper/Registrar is a nonexempt employee of the NSA. Employees are required to fill out the **Form I-9, Employment Eligibility Form** prior to beginning work for NSA. In order to process payroll NSA will need:

- d. **W-4** for each employee
- e. Banking information for each employee for direct deposit (Bank Name, Routing & Account #)
- f. Email for each employee so paystubs can be sent electronically

COMPENSATION: In 2019, the salary for this positions is \$ 360.00 per month.

HOURS OF WORK: It is anticipated that the Administrator will work approximately 5 hours per week year round though this may vary with the season. No employee may work more than 48 hours in a given seven-day period without written permission from the Board President. All employees will track hours worked and duties performed on Google Sheet provided at the beginning of employment.

PAYMENT SCHEDULE: All employees will track the actual hours they work on a timesheet provided.. Payment will be made on the 15th day of the following month. NSA will remove appropriate payroll taxes from payment.

To Apply:

Email resume and letter of interest to Beth Kallestad, Northfield Soccer Association Treasurer, at treasurer@northfieldsoccer.org by April 30th.