



TEXAS GOLF ASSOCIATION FINANCE MANAGER

TEXAS GOLF ASSOCIATION: The TGA was founded in 1906 and has served as the governing body for amateur golf in Texas. The association has been one of the fastest growing associations in the country. We are looking for a motivated individual who can assist in the financial management of that growth.

JOB OBJECTIVE: Management and administration of the financial activities of the Association and its related entities.

LOCATION: Dallas, Tx.

DIRECT REPORT: Executive Director

SPECIFIC RESPONSIBILITIES

1. Full charge bookkeeping responsibilities including Accounts Receivable, Accounts Payable, Cash and all other General Ledger accounts. Responsible for compilation of the monthly and annual financial statements. Responsible for preparation/revision of the annual and quarterly budgets in conjunction with the Executive Director and Finance Committee. Specific duties will include preparation and/or review of monthly bank reconciliation and other banking activities, credit card processing and review, preparation of payroll information for outside payroll service, and billing and collection functions.

Coordinate all administrative work involving the Association's insurance, 401(K) plan, and all other employee benefit programs. Responsible for education and training of new hires on TGA policy and procedures.

OTHER RESPONSIBILITIES

1. Responsible for annual Association review and audit process.
2. Liaison with outside CPA on matters related to property tax filings, as well as annual IRS reporting.
3. Liaison with Association, Foundation Boards and department heads.
4. Prepares the annual and quarterly budgets, and makes revisions, in conjunction with the Executive Director and Finance Committee
5. Liaison with, Association's bank, 401(k) Profit-Sharing Plan administrator, insurance company, etc. vendors.
6. Responsible for reporting any urgent employee relation problems to Executive Director immediately.

QUALIFICATIONS

Education and experience: Experience working with and analyzing Accounts Payable, Accounts Receivable, Invoicing, Financial Statements, Budgeting

Knowledge and abilities – The position requires management and budgeting background, and proficiency in QuickBooks and Windows personal computer systems, with an emphasis on word processing, spread sheets, and database accounting programs.

COMPENSATION

Salary commensurate with experience. Major medical, life insurance and vacation paid by company. 401-K Retirement Plan

SEND COVER LETTER/RESUME TO:

Rob Addington, Executive Director
Texas Golf Association
2909 Cole, Ste. 305
Dallas, TX. 75204

Applications by fax: 214.468.8032
Applications by email: raddington@txga.org

Open until filled

The Texas Golf Association is an equal opportunity employer.