



## **Financial Bookkeeper/Accountant**

### **American Birkebeiner Ski Foundation - Hayward, WI**

The American Birkebeiner Ski Foundation (ABSF) seeks an experienced Financial Bookkeeper to maintain accurate financial records and manage day-to-day accounting operations across multiple entities including ABSF and related subsidiaries (Birkie Enterprises, Team Birkie, and Lumberjack World Championships).

#### **Key Responsibilities:**

##### **Financial Operations & Reporting**

- Process accounts payable and ensure timely payment of invoices
- Process accounts receivable, including sending out invoices as needed
- Manage biweekly payroll processing and related tax submissions
- Perform monthly account reconciliations and closing procedures
- Prepare monthly financial reports for CFO
- Support annual audit process and maintain required documentation
- Support annual 990 process and end-of-year closing procedures
- Generate and file 1099 forms for contractors, and file 1042-S for foreign athletes
- Prepare weekly leadership scorecard updates for the ABSF executive team
- Process and track sponsorship payments and agreements

##### **Revenue & Cash Management**

- Process and reconcile event registration fees
- Prepare bank deposits and manage cash handling procedures
- Coordinate with accounting firm(s) on:
  - Grant accounting and reporting
  - Restricted funds management
  - Fixed asset tracking and depreciation schedules
- Process and file sales tax returns

##### **Benefits & Insurance Administration**

- Manage employee health insurance enrollment and reconciliation
- Oversee company credit card programs and expense reporting
- Administer cell phone contracts and monthly billing

- Maintain insurance documentation and renewals for all entities
- Maintain updated list of property and equipment for insurance coverage

**Multi-Entity Management**

- Maintain separate books for ABSF, Birkie Enterprises, Team Birkie, and Lumberjack World Championships
- Ensure proper allocation of shared expenses across entities
- Coordinate with event managers for accurate revenue recognition

**Required Qualifications:**

- Associate's degree in Accounting or related field; Bachelor's preferred
- 3+ years of bookkeeping or accounting experience
- Proficiency in Quick Books Online and Microsoft Office Suite
- Strong attention to detail and organizational skills
- Knowledge of non-profit accounting practices a plus
- Experience with grant accounting and restricted funds preferred

**Benefits:**

- Competitive salary based on experience and certifications
- Comprehensive health insurance
- Paid time off and holidays
- 401(k) with company match

**To apply, please submit your resume and cover letter to [mike.brown@birkie.com](mailto:mike.brown@birkie.com)**

**The American Birkebeiner Ski Foundation is an equal opportunity employer.**