

ACCOUNTING MANAGER

CORPORATE OVERVIEW:

Prolanthropy is the largest and most successful provider of philanthropy management services in professional sports, specializing in the formation and management of non-profit foundations of professional athletes. Having established an industry leading presence built on nearly two decades of world-class results, Prolanthropy provides clients with the fiduciary, governance, event, programming and marketing expertise needed to achieve their philanthropic goals.

POSITION:

The Accounting Manager plays an integral role in the team and is responsible for providing expertise in the areas of all accounting operations, purchasing, logistics while working within the core values of the company to meet company goals. This position reports directly to a member of Prolanthropy's CFO.

This part-time will be located at the headquarters of Prolanthropy in Florence, Kentucky. With an international reach, this is an excellent opportunity to work within the world of philanthropic endeavors as well as in sports management and sports marketing.

Successful candidates for this role are high-performing individuals that have a drive to produce consistent results and an ability to maintain personal motivation to independently achieve stated goals.

KEY RESPONSIBILITIES:

- Accounting
 - Manage and oversee Accounting Support position
 - Daily Accounting functional activities for multiple entities
 - Accounting processes such as cash management, Inventory management, Accounts Payable, Financial Reporting for all departments, Billing and Inter-Company transfers
 - Quick Books structural maintenance
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- Inventory
 - Overall physical Inventory management for Corporate entity as well and multiple Foundation entities
 - QuickBooks management of inventory for all entities
 - QuickBooks management of purchasing related to inventory items
- Purchasing
 - Manage and oversee the purchasing process which includes the requisitions and purchasing of items for events, programs and Board gifts
 - Establish and maintain vendor relationships and sources
 - QuickBooks entry for purchasing related accounts payable and receipts

PROLANTHROPY

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- Logistics
 - Establish and maintain accounts with shipping vendors as well as approve shipping invoicing
 - Enter logistics-related accounts payable into Quick Books
 - Maintain shipper modules and provide oversight for use of modules
 - Set-up and maintain payments to shipping related vendors

Accounting Manager must:

- Possess personal character qualities with demonstrated experiences that match the Core Values of the company
- Adopt and use Entrepreneurial Operating System (EOS) as a management system for projects and team members.
- Be a self-starter that possesses strong business acumen with problem-solving skills
- Possess strong planning, research, and communication skills
- Work well under pressure, and possess excellent time-management and organizational skills
- Demonstrate excellent written and verbal communication skills with an ability to concisely and accurately convey information to a variety of constituents.
- Be flexible and creative, able to easily think “outside of the box” to find creative solutions
- Be organized with a keen attention to detail
- Demonstrate the ability to work well in a team environment; be a team player who can take and give direction and works well in a fast-paced environment; ability to deliver effective turnkey solutions in a limited timeframe
- Take ownership of multiple projects at once, managing themselves with little to no supervision
- Be available to work occasionally during the evenings and on weekends while in market on client-related business

QUALIFICATIONS:

- Accounting and/or Finance experience and education
- Inventory and Logistics management experience
- Purchasing management experience
- Associates Degree
- Quick Books or similar accounting software experience is a must
- Possess personal qualities of integrity and credibility
- Consent to a pre-employment background check including education and work history verification, as well as a criminal background check
- Be legally qualified to work in the United States
- Be able to lift 30 lbs. occasionally without discomfort
- Proficiency in all Microsoft Office platforms, with a higher level of understanding and knowledge of Microsoft Excel