



ACCOUNTING AND PURCHASING MANAGER

CORPORATE OVERVIEW:

Our Purpose: Prolanthropy exists to disrupt the archaic narrative that charitable giving must be driven by guilt and to end shame for those receiving aid from charities

Our Niche: We create once-in-a-lifetime experiences where our clients, donors and recipients feel like rock stars and become fanatical followers of our managed foundations.

Prolanthropy is the largest and most successful provider of philanthropy management services in professional sports and collegiate coaching, specializing in the formation and management of not-for-profit charitable foundations of professional athletes and coaches. 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.

Corporate culture fit is of primary importance to Prolanthropy. Our business is unique, and our success is dependent upon having the right people on our team. We have built a close-knit, team focused business in an ever-changing industry. We believe that winning teams are filled with patriotic, humble, hungry, and emotionally intelligent teammates. Our corporate culture of teamwork can only exist in physical proximity and thus, we are an in-person workplace with limited availability for remote work.

***Prolanthropy utilizes the DISC Model and The Six Types of Working Genius Assessment which assesses the strengths, weaknesses, and personality types of current staff and candidates. Candidates should be familiar with these assessment tools and be prepared to take one or both if selected for an interview. Additionally, the candidate may be asked to also take the Tri-Metrix assessment tool.**

POSITION:

The Accounting and Purchasing Manager plays an integral role in our team and is responsible for providing expertise in the areas of all accounting operations, purchasing, inventory and 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 full-time position 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.

KEY RESPONSIBILITIES:

Finance and Accounting

- Finance and Accounting Knowledge and Support to CFO for all related functions
- QuickBooks structural management support for up to 40+ Companies
- Accounting functions
 - Weekly Payables cycles
 - Receipts processing from Operations submissions review/audit
 - Billing for merchandise purchases
- Cash management for purchasing endeavors
- Vendor W9s collection/oversight for 1099 reporting
- Inventory balancing validation for true physical counts (coordination with purchasing)
- Year-end prep for financials
 - Fair Market Values determination
 - Donor received items
 - Detail expense review
 - Balanced the PLY management fee validation
 - Inventory Offset
 - Email addresses review to be able to issue donor statements
 - Each event customer uploads (email validations for those that change since original)
- Integrity audit of Foundation event activity
 - Breakeven point calculation for live auction items for notes to auctioneer
 - Review and validation of items from Vendor concierge auction service
- Excel support for major Company objectives
- Auction Revenue analysis post “season” (twice a year)
- Financial Tools or support driven by excel to support any/all staff (random)
- Finance on-boarding
- Auction accrual gate-keeper

Inventory

- Overall physical Inventory management for Corporate and Foundation entities
- Onsite inventories control and management
- Offsite inventories control and management
- QuickBooks management of inventory for all entities
- QuickBooks management of purchasing related to inventory items
- Event or Program check-ins
- Inventory reconciliation
 - Mid-year
 - End of Year
 - Post Event
 - Post Program

Purchasing

- Research requests for merchandise via preferred vendors
- Procurement of requested items
- Logistical verification of requested items
- Processing Receipts and Invoices for Billing and payment purposes
- Determine Prolanthropy cost to Foundation for merchandise MSRP
- Gatekeeper for Corporate entity merchandise
- Maintaining relationships and communication with vendors
- Maintaining Electronic Purchase Orders
- Adding purchased/inventory items to workbook in auction upload tab
- Inventory adjustments in the Workbook
- Purchasing on-boarding

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 which are: Patriot, Humble, Smart and Hungry
- 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 when needed to accomplish Company goals

QUALIFICATIONS:

- Accounting and/or Finance experience and education
- Inventory and Logistics management experience
- Purchasing management experience
- Associates Degree or higher
- Quick Books accounting software experience
- 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 30lb items without discomfort
- Proficiency in in all Microsoft Office platforms, with a higher level of understanding and knowledge of Microsoft Excel

COMPENSATION AND BENEFITS:

Compensation: up to \$50,000/year for total compensation package plus potential bonus dependent upon level of experience along with additional benefits package which includes:

- 13 paid holidays
- 10 days paid vacation
- 4 days paid sick leave in the anniversary year
- Weekly work remote day
- Cafeteria Healthcare Plan
- 401k Plan
- Company partial sponsored Dental Plan
- Company partial sponsored Vision Plan
- Company paid Life Insurance Plan
- Employee Bonus Plan

Successful candidates for this role are high-performing individuals who works well under pressure and someone who has high integrity as well as a drive to produce consistent results and an ability to maintain personal motivation to independently achieve stated goals.

Work schedule for the position is M-F 40+ hours per week, Full-Time, Permanent, Exempt Probationary Period to make certain both employer and employee are aligned

Working location: in our Florence office with remote day per week.

PROLANTHROPY

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Please email Resume, Cover Letter and Salary requirements to: hr@prolanthropy.net. **Only submissions that include Resume, Cover Letter and especially Salary Requirements will only be considered.**

Please do not reach out via telephone, cold call visit or emailing staff to addresses other than the above as your resume will not be reviewed. For your resume to be considered, you must include the title “Accounting and Purchasing Manager” in the subject line in your email submission. Employment is subject to reference, education, and background validation as well as a probationary period.

Prolanthropy is an Equal Opportunity Employer.