



## Auburn Ski Club (ASC)

Box 729, Soda Springs, CA, 95728

[www.asctrainingcenter.org](http://www.asctrainingcenter.org), (530) 426-3313

The ASC is a non-profit organization operating a snow sports facility with Alpine, Snowboard, Nordic and Biathlon programs, clinics, competitions, social events with a 25km Nordic Center open to the public.

Position: Bookkeeper  
Employer: Auburn Ski Club Inc.  
Reports to: Accounting Manager, Executive Director and Board of Directors  
Employment period: Hybrid: Up to 40 hours weekly October - March, up to 30 hours weekly April - September  
Compensation: Hourly starting at \$28 DOE  
Benefits: Per employee handbook and employment offer

**Function:** The bookkeeper at Auburn Ski Club, Inc. (ASC) oversees and manages the company's finances and reporting to the Executive Director, Accounting Manager and Board of Directors. Interfaces with the athletic Program Directors for their individual program accounting requirements.

### Responsibilities and Duties:

1. Primarily duty is to manage accounting processes and ensuring the accuracy of the general ledger utilizing Quickbooks on-line platform. Equally important is, at all times, maintaining the highest level of confidentiality and attention to detail including, but not limited to; human resources, employee compensation, Boreal Ridge Corporation and Powdr Corporation (collectively BRC) and all other ASC business.
2. Accounts receivable: Manage the process of accounts receivable including POS, registration platform, and Quickbooks' invoicing. Make bank deposits.
3. Accounts Payable: Pay bills, invoices, staff reimbursements, etc. in a timely manner. Organize and retain receipts by bank account check register and credit cards posting all transactions to the appropriate department (class) in Quickbooks.
4. Manage bank accounts, including but not limited to, confirm all deposits and expenses have been recorded correctly, reconcile each bank statement monthly.
5. Responsible for, but not limited to; quarterly Sales & Use Tax, Timber Tax, review of quarterly 941 and DE9 and annual Payroll tax filings (via Paychex), 1099 NEC / 1096 forms. Organize and supply records necessary for completion of the annual Tax Returns.
6. Responsible for Bi-weekly Payroll via ASC payroll processing platform (currently Paychex), Workers' Compensation reporting.
7. Assist the ED and the Board of Directors with developing annual budgets and special reports.

8. Adhere to company policies and procedures. Conduct job responsibilities to support the ASC mission. Accept additional responsibilities and duties that may be assigned from time to time by ASC management. Provide constructive input, and create a positive environment for members and guests.

**Qualifications:**

Proven Bookkeeping experience using QuickBooks online, Paychex, excel spreadsheets, etc. preferred  
Proven customer service skills working with all ages of athletes and families and assisting them in fully enjoying the winter sports opportunities ASC provides.

Ability to work in a fast-paced environment as part of a team and be productive when unsupervised.

Proven organizational, communication and writing skills, computer proficiency.

Ability to work safely in a winter weather environment.

Ability to perform tasks that may require lifting up to 50lbs on and off snow.

Successful completion of company and state employment requirements.