

¹Soo Michigan Hockey Association

Job Title: Accountant

Reports to: Board of Directors

Position Overview:

The Accountant plays a crucial role in supporting the financial health of the Sault Michigan Hockey Association by assisting in the management and oversight of financial records. This position is ideal for individuals or accounting firms who are passionate about supporting youth sports and making a positive impact on the community. As an independent contractor, you or your firm will have the opportunity to use skills to help ensure the association runs smoothly and efficiently.

Key Responsibilities:

- **Financial Recordkeeping:** Maintain accurate and up-to-date financial records for the association, including tracking income, expenses, and donations.
- **Financial Reporting:** Prepare monthly and annual financial reports for review by the Treasurer and Board of Directors.
- **Reconciliation:** Reconcile bank statements to ensure accuracy.
- **Tax Filings:** Prepare necessary documents for tax filings e.g., non-profit paperwork, 1099's, 990 etc. and file ensuring compliance with federal and state regulations.
- **Fundraising Oversight:** Help track funds raised through events, sponsorships, and donations, ensuring proper accounting of all contributions.
- **Compliance:** Ensure financial practices are in line with nonprofit and regulatory guidelines and maintain proper documentation for auditing purposes.
- **Advisory Role:** Provide financial advice and guidance to the Board of Directors, helping to develop strategies for financial sustainability and growth.

Qualifications:

- **Education:** Bachelor's degree in accounting or a bachelor's degree in business with accounting emphasis is required.
- **Certification/License:** Certified Public Accountant (CPA) required.
- Familiarity with nonprofit financial regulations and tax reporting is a plus.
- Proficiency in accounting software (e.g., QuickBooks, Excel, etc.).
- Strong attention to detail and organizational skills.
- Excellent communication skills and the ability to collaborate with a diverse group of volunteers and Board members.
- Ability to maintain confidentiality and exercise discretion when handling sensitive financial information.

¹ Approved April 28, 2025