

JOB TITLE: Accounting Clerk

REPORTS TO: Controller

POSITION DESCRIPTION

Mamba Sports Academy is currently experiencing rapid growth and we are seeking a full time experienced Staff Accountant to join our accounting and financial team. The Staff Accountant will be responsible for assisting with accounts receivable billing, payroll and month end journal entries, bank reconciliations, maintain detail balance sheet schedules, and financial statement preparation and allocations.

RESPONSIBILITIES AND DUTIES

I. Upholds Mamba Sports Academy Standards

- Creates opportunities to improve customer service
- Personal behavior consistently aligns with the Sports Academy mission, vision and values
- Manages personal and assigned company communications to ensure SA values resonate clearly and consistently
- Builds and maintains positive and respectful relations with SA team members
- Demonstrates commitment to continued personal and professional improvement
- Promotes the value of all Sports Academy Centers of Excellence to athletes and supporters
- Passionate and driven to extol the virtues of sport, health and wellness
- Demonstrates a commitment to live and promote a healthy lifestyle
- Motivated to promote Sports Academy to all athletes and supporters

II. Personal Performance Factors

- Accounts Payable
- 1099's
- Onboarding New Hires
- Record debit/credit card transactions monthly
- Help with programming CRM and Event Schedules
- Other duties as assigned

III. Required Skills and Experience

- 2+ years of experience in an accounting role
- Familiarity with accounting programs and software, Intacct a plus
- Strong attention-to-detail
- Effective time management, organization and planning skills

- Effective interpersonal, written and oral communication skills
- Basic level competency in Microsoft Office applications (Word, Excel, PowerPoint and Outlook)

The above statements are intended to describe the general nature and type of work performed by this assigned position. This is not intended to be an exhaustive list of all responsibilities, duties and skills required.