

We're Hiring

BUSINESS MANAGER

➤ Responsibilities:

* **Manage All Accounts Payable and Receivable in QuickBooks**

- Enter details from incoming membership payments so they are recorded in QuickBooks.
- Electronically pay any approved outgoing payments and reimbursements.
- Notify Board of any inconsistencies or additional information needed to reconcile; Help keep volunteer Board on track to ensure financials are up to date.

* **Analyze Financials on a Monthly Basis**

- Reconcile accounts on a monthly basis and produce a snapshot for Board meetings.
- Work with Treasurer to maintain accurate reporting of financial situation for long-term planning purposes.

* **Job is remote, estimating roughly 10 hours/month of work after initial onboarding.**

➤ Requirements:

- Professional experience using QuickBooks Desktop while maintaining accounts payable and accounts receivable of a business.
- Excellent knowledge of MS Office, Google Drive and ability/eagerness to learn new software systems.
- Ability to stay connected with Board Members and Employees via text communication, email, and Slack communication app on a daily basis.
- Preferred Qualifications: BS/BA with Bookkeeping experience and/or Quickbooks Certified Bookkeeper status.



Heart of the Hills Swim Club is a private, family-friendly, non-profit swim club owned by its members in Rochester Hills, MI. The facility has a 6 lane, 50 Meter pool with generous shallow end, three tennis courts, a basketball court, and a large pavilion. The club has a membership of 380 families, who participate in an active Swim Team that competes in the NSSL Swim League, and a Tennis Team that competes with clubs in the NOCSSL.



➤ **Apply Today!**
<http://hhscswim.org/jobs>

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