



Bookkeeper & Travel Coordinator

Job Description

General Responsibilities:

To provide service to the SSCV membership and support the vision and mission of SSCV by performing all job responsibilities to the highest professional standard while exhibiting exemplary ethical and moral values in support of SSCV's core values of "Character, Courage, Commitment."

To assist with SSCV bookkeeping needs including data entry of program revenues, accounts receivable, and accounts payable while maintaining the utmost confidentiality and efficiency.

To assist with SSCV travel needs including coordinating and implementing every aspect of SSCV travel arrangements for staff, coaches and athletes. This job also entails billing families for travel expenses, collecting on payments, monitoring expenses and problem solving.

As the single point of contact for travel arrangements, this person will identify opportunities for price negotiation and volume discounts. This person will create a centralized place for information gathering and strategizing across multiple teams with varied travel needs. Ideally this candidate would be an independent worker, a self starter and someone who can bring creative and innovative ways for us to capitalize on our company travel.

To provide to the membership and coaching staff the highest level of customer service and support through e-mail, phone and personal communications.

The bookkeeper & travel coordinator is a part time, 5 day a week position that reports to the CFO.

Objectives of Position:

- Provide support to the SSCV Finance Department through bookkeeping and project work
- Proactively establish relationships & communication channels with Program Directors and Head Coaches
- Create a centralized spreadsheet or database to track schedules of various teams
- Mastery of internal processes
- Critical analysis of current processes and demonstration of leadership to improve procedures
- Create a trip sign up process or template for use across programs
- Implement a van attendance form for use across programs

Mandatory Knowledge and Skills:

- Quickbooks Pro and Excel software
- Ability to manage travel reservations in a professional, accurate and cost-effective way
- Exceptional organizational skills



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Job Description (continued)

Mandatory Knowledge and Skills (continued)

- Attention to detail
- Superior work ethic
- Professional manner including trustworthiness, discretion, confidentiality and a positive demeanor
- Reliable and willing to adapt to a changing environment
- Ability to focus in a busy work setting
- Attentive to the needs of the membership and timely in communications
- Adhere to policies and uphold membership to the policies and deadlines of the SSCV handbook

Other Desirable Skills/ Qualifications:

- Flexible work schedule is preferred
- Additional responsibilities as assigned
- Previous work as a bookkeeper or accountant
- Previous work experience in a sports Club or non-profit
- Previous work experience as travel coordinator