



## Administrative & Accounting Coordinator

Position Posted: January 3, 2020

Apply Before: March 1, 2020

Watch this video for an overview of The First Tee: <https://www.thefirstteewestmichigan.org/about/>

**Chapter Name:** The First Tee of West Michigan

**Job Category:** Full-time employee

**Salary/Wage:** Salary commensurate with experience

**Location:** Grand Rapids, MI

### Foundation and Chapter Overview

The Lake Michigan Junior Golf Association was established in December of 2006 to provide junior golf tournaments in West Michigan to all youth. In 2011, The Lake Michigan Junior Golf Association shifted its focus to establishing a chapter of The First Tee in West Michigan. On June 23, 2011, The First Tee of West Michigan officially became a chapter of The First Tee.

The First Tee of West Michigan is one of 150 chapters worldwide that are part of a global non-profit youth initiative. The First Tee was created in 1997 by the World Golf Foundation to use golf and character education to provide young people of all ethnic and economic backgrounds an opportunity to develop life-enhancing values such as honesty, integrity and sportsmanship. By engaging youth in a combination of life skills and golf activities, they are exposed to positive traits that will help them become valuable assets to their community and eventually achieve success in life. The First Tee Life Skills & Golf Experience is the unique component that sets The First Tee apart from many other successful junior golf programs.

At The First Tee of West Michigan, we are highly focused on reaching out to at-risk and disadvantaged youth. In 2019, we worked with more than 1,200 participants, and manage a nonprofit donor base of more than 1,500 active individuals.

## Position Description

This position has been a part time position for the past 3 years and now is moving to a full-time position to meet the demands of our ever-growing organization. The purpose of this position is to assist the Executive Director in all the operation dimensions of a non-profit. The ideal candidate will be someone who can work independently, have a high attention to detail, have some level of accounting experience/education, and be able to work with kids and high-level donors. This candidate must be outstanding in written and verbal communication, interpersonal and organizational skills, an optimistic 'can do' attitude, and is proactive and flexible. In addition to his/her administrative role, this candidate must be willing to coach in our life skills experience 2-4 classes a season (6-15 hours/week). A PGA Professional is preferred.

## Job Summary

### Essential Job Functions:

- Operate online accounting software (Quickbooks), to record, store and analyze financial information
- Handle all AR/AP
- Oversee the execution of a bi-weekly payroll of up to 25 employees
- Manage a team of interns to communicate with 1,500 yearly donors in a timely fashion
- Check figures postings and documents for correct entry, and mathematical accuracy
- Receive, record, and bank cash, checks and vouchers
- Allocation of Revenue and Expenses correctly into the budget
- Operate as a gate-keeper for all budget related expenses (overseeing Company Credit Card program)

- Seeing a story in data and communicating positive/negative trends
- Responsible for the printing, folding, preparing of all donor related communication, checks, etc.
- Running reports in five different donor management software platforms
- Ensure timely payment of registration fees from programs
- Ability to thank donors, while simultaneously collecting payment
- Coach and facilitate youth development with students age 7-17 (up to 20) and volunteers from all backgrounds and interest level in the game of golf.
- Maintain a clean and professional work environment at The First Tee of West Michigan

## Qualifications

The following characteristics are necessary for success in this position:

### Communication Skills

- Strong use of the written English language, including grammar, spelling, and punctuation
- Active listener
- High emotional IQ

### Technical Skills

- Experience with QuickBooks Online, Salesforce, Stripe, HubSpot, Intuit Payroll
- Ability to understand and produce thank you notes for donors (mail merge, writing skills necessary)
- A quick learner with cloud database systems experience
- Ability to demonstrate communication and fiscal management skills
- High Attention to detail in order to represent a professional and competent workplace

### Experience

- Finance or Accounting background
- High School education or equivalent required, associate or bachelor's degree preferred. PGA Professional preferred.
- Office experience

### Personal Characteristics

- Outcome driven
- Efficiency Seeker
- Personally Accountable
- A love for youth (age 7 to 17)
- High Integrity
- A servant heart
- High attention to detail
- Strong memory
- Ability to focus in a high-energy environment
- Flexible
- Organized
- Challenger
- Patient
- Desire to give back to the community
- Personable, and motivated to work in youth-oriented environment

## Job Benefits

- Mileage reimbursement for in-work travel
- 3% Simple IRA Match
- Flexibility of schedule
- Ability to work remotely occasionally



## Interested?

Please submit a cover letter, resume, and salary requirements to the following email: [hr@thefirstteewestmichigan.org](mailto:hr@thefirstteewestmichigan.org)

Contact: Chad Herman, Administrative and Accounting Coordinator and Taylor Haudek, Program Director

Telephone: 616-208-1177

Website Address: [www.thefirstteewestmichigan.org](http://www.thefirstteewestmichigan.org)