



GUAM FOOTBALL ASSOCIATION

Job Title: Chief Accountant
Employer: Guam Football Association
Department: Finance

Location: Harmon, Guam
Job Status: Full-time
Effective date: April 2019

Overall Responsibility

Guam FA is searching for a Chief Accountant to join the Finance Team. We are looking for an individual who has a great attitude, possesses multi-tasking and problem solving skills, and has a solid foundation in accounting and QuickBooks. Responsibilities include performing the day-to-day accounting functions including maintaining the general ledger, billing, vendor payments, bank reconciliations, payroll and preparation of related reports. This position reports to the Chief Financial Officer.

Essential Job Functions as followed but not limited to:

- Prepare financial statements and report to CFO and Finance Committee
- Assist in preparation of budgets, reports and forms to ensure compliance with regulations
- Provide requested information to external auditors for the annual statutory audit, as well as FIFA and AFC Central Reviews
- Maintain and manage revenue and cash deposits
- Calculate league fees and issue invoices to customers
- Perform monthly bank reconciliation
- Process payroll in a timely manner and timely deposit payroll taxes
- Ensure compliance with legal and regulatory requirements by preparing and timely filing Form 990, payroll tax returns, 1099 forms, and all applicable forms and documents required for a non-profit organization
- Review pay sheets and invoices, and timely make payments to all independent contractors and vendors
- Respond to financial inquiries by gathering, analyzing, summarizing, and interpreting data
- Maintain the chart of accounts and an orderly accounting system
- Work with the CFO to develop and maintain accounting principles, practices and procedures to ensure timely and accurate financial statements in accordance with accounting principles and policies
- Maintain a system of internal controls over accounting transactions

Minimum Qualifications:

- Bachelor's degree in Accounting
- 5+ years accounting related experience
- Advanced knowledge of QuickBooks and Microsoft suite, especially Excel
- Extensive experience with journal entries, payroll, and general accounting processes
- Solid knowledge of U.S. GAAP
- Excellent verbal and written communication skills

Terms of Employment: To be negotiated.

Application and Resume to be submitted to: jobs@theguamfa.com

Application can be downloaded from: <http://www.guamfa.com/contact-us/team-up-with-us>

Application to be accepted until: Position filled.