



## **Non-Profit Accountant – One Day a Week**

Sportsmen's Tennis Club is seeking a contract accountant with non-profit experience to provide up to 8 hours of weekly accounting assistance in our Dorchester Club. Preference is for Tuesdays, 9 AM to 5 PM.

### **Agency Overview**

Sportsmen's Tennis Club is a 501(c)(3) organization, whose mission is to raise academically and physically healthy young adults, with a love of learning and a commitment to excellence in all facets of life. We believe that tennis can be a vehicle through which life lessons are learned and character is developed, and in a multi-cultural setting, we teach the value of personal investment, achievement and teamwork. Our 14-court facility is located on 4 acres near the Dorchester/Mattapan line. Founded in 1961, we were the first African-American owned tennis club in the United States.

Our 'Junior' Tennis program is the heart and soul of our Club, with nearly 1,100 K-12 youth at seven skill levels participating in our after-school and weekend lessons, summer and vacation camps. We also offer a host of academic and social enrichment programs that complement our tennis lessons. We offer adult leagues and lessons, recreational tennis and competitive tournament play.

### **Accounting Requirements**

Sportsmen's Tennis Club operates with QuickBooks Pro, and we seek an accountant that is proficient with this software and in non-profit financial management. Working with our full-time operations coordinator, responsibilities include:

- Posting transactions to the General Ledger;
- Generating weekly, monthly and quarterly financial reports, including:
  - Cash flow;
  - Profit-and-loss;
  - Balance sheet;
  - Aging of accounts payable and receivable;
  - Budget-to-actual comparisons;
  - Prior-year comparisons;
- Bank account reconciliations;
- Payroll for 3 FT and 2 PT employees, and 15 contractual tennis pros.

Accounting degree and relevant non-profit experience required. Equal Opportunity Employer. Contact Toni Wiley at 617-288-9092, or at [T.wiley@sportsmenstennisclub.org](mailto:T.wiley@sportsmenstennisclub.org).