



JOB DESCRIPTION – Accounting Specialist/Jr. Accountant, CGA and its Subsidiaries

Organization Mission: The CGA’s mission is to make golf and all it offers available to everyone. This includes services such as handicap management, course rating, events, clinics, tournaments, membership, and community outreach programs. The CGA is licensed by the United States Golf Association as the “Allied Golf Association” of record for the state of Colorado. More than 92,000 members enjoy all that the CGA has to offer.

Reports To: Controller

Committee Support to: CCGO/CCRE Board, Finance & Audit, Fundraising

Core Function: The Accounting Specialist is a member of the CGA’s accounting team and is responsible for the day-to-day accounting for the CGA and subsidiaries’ financial transactions. The Accounting Specialist is responsible for adhering to the system of financial controls, including general accounting, investment accounting, tax compliance and planning, budgeting, banking, payroll, and benefits. This is a non-exempt position.

Organization Size and Scope

The Colorado Golf Association, Inc. (CGA) is a nonprofit organization established to nurture, foster, and promote amateur golf activities and to create new opportunities for introduction to instruction, participation, and competition in golf. CGA also educates the public on amateur golf through sponsorships of clinics, workshops, lessons, operating golf facilities, and seminars. Membership is open to all regular members of golf clubs that are associate members of CGA and to junior members who are amateur golfers within Colorado under the age of nineteen years old. CGA is supported primarily through dues and tournament income. CGA total revenue in 2023 was \$5.9 million.

CGA has four 100% owned subsidiaries, CCRE, LLC; CCGO, LLC; Solich Caddie & Leadership Academy, LLC; and Broadmoor Caddie & Leadership Academy, LLC. In addition, CGA performs administrative services and related personnel, office space, and supplies to the Colorado Golf Foundation. Total combined revenue in 2023 from all six entities was \$10.4 million.

Essential Duties and Responsibilities

- Administer and ensure compliance with accepted accounting policies and procedures.
- Assist in preparation of interim financial statements.
- Maintain general ledger, subsidiary ledgers, and other accounting records.
- Assist in GHIN billing and related GHIN financial activities.
- Reconcile financial information from subsidiary applications to the general ledger.
- Collect supporting documents for payment of vendor invoices and CGA programs.
- Deposit cash receipts, post to general ledger, and update cash receipts journal.
- Work with the Controller to prepare annual capital and operating budgets.
- Perform periodic review of budget vs. actual with variance analyses.
- Ensure compliance with management of internal banking policies and procedures.
- Promptly reconcile all monthly bank statements.
- Assist in processing payroll for CGA and its subsidiaries with PEO.
- Help administer and process human resource paperwork and onboarding with PEO.
- Assist in the preparation of tax returns and other related tax forms.
- Help prepare audit schedules, financial statements, and footnotes for the Association's year-end financial statement audit; provide support to auditors during the annual audit.
- Other duties and special projects as assigned by Controller.

Qualifications

- General: Must be able to work independently, take initiative, meet multiple and competing deadlines, participate as an effective team member, and follow tasks through to completion.
- Experience: Minimum of an internship in accounting.
- Education: Bachelor's degree in accounting or working towards degree.
- Technology skills: Experience using computerized accounting systems (currently QuickBooks), solid knowledge of MS Office applications (Excel proficiency a must).
- Organizational skills: Excellent organizational skills and attention to detail. Able to prioritize work effectively and adjust to multiple demands.
- Communication skills: Strong interpersonal, verbal, and written skills.
- Passion for golf: Interest in learning and/or playing golf and growing the game of golf in Colorado.

COMPENSATION AND BENEFITS

Salary Range: \$55,000 to \$60,000 (Non-Exempt Employee)

Benefits

- Health Insurance: CGA pays 50% of the premium for employee, employee + spouse, or employee + family.

- Holiday Pay: CGA provides 12 days of paid leave for holidays plus “bonus” days between Christmas and New Year.
 - Accrued PTO: New hires accrue 10.00 hours of PTO per paycheck.
 - 401k: CGA matches up to 4% of employee contributions.
 - Dental: CGA pays 100% of the dental premium.
 - Vision: CGA pays 100% of the vision premium.
 - Life Insurance: CGA pays 100% of the premium on a \$25,000 life insurance policy.
 - HRA: CGA will pay up to \$2,500 for qualifying out-of-pocket medical expenses.
 - Mobile Office Allowance: \$100 per month stipend for cell phone and Internet.
 - CGA provides all employees with COSTCO membership.
 - **All CGA employees have access to CommonGround Golf Course at no cost (golf, practice facility, and Short Course).**
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Equal Opportunity Employer

Colorado Golf Association is committed to creating a diverse and inclusive working environment and is proud to be an equal opportunity employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, veteran status, or non-merit factors.

TO APPLY

Email a cover letter and resume to: James Spierings (jspierings@coloradogolf.org).

Deadline: April 15, 2025

Only those selected for an interview will be contacted.