



# Michigan State Youth Soccer Association

## Michigan State Youth Soccer Association, Inc. Employment Opportunity | Accounting/HR Manager

**Job Description: Full-time (In-Office, Plymouth, MI) Accounting/HR Manager**

**Category of Employment: Exempt Employee**

### Detailed Duties and Responsibilities:

#### Accounting:

- Maintain 'Sage' General Ledger (GL) accounting database. Ensure proper electronic documentation backup for MSYSA's accounting software and updates to accounting software.
- Responsible for monthly GL account reconciliation of Balance Sheet accounts and generating month-end financial reporting with variance analyses.
- Responsible for Association banking, processing/posting payments from members and/or member organizations by credit cards, ACH payments, or check payment(s). Reconcile GL Cash accounts to various bank statements and credit card reporting.
- Perform all activities of accounts payable, invoice reconciling, and acquiring backup of invoices, etc.
- Perform all activities associated with accounts receivable, invoicing, and the collection of accounts receivable.
- Receive and process all approved expense reports.
- Process asset additions, deletions, and monthly depreciation for MSYSA Fixed Assets.
- Assist MSYSA Executive Director with the annual renewal (and updates) of MSYSA insurance policies.
- Ensure document retention and proper storage of prior year accounting records.
- Responsible for the preparing and completion of the annual inventory report for audit purposes (equipment, materials, etc.)
- Serve as the primary accounting contact for all MSYSA programs, events, tournaments, etc.
- Provide all requested records to financial auditor, and serve as Association lead, for annual financial audits.
- Responsible for completing annual Workers Compensation audits.
- Generate and distribute 1099s to all independent contractors and electronic submission to State and Federal Agencies.
- Assist in the preparation and monitoring of MSYSA budgets, as directed by the MSYSA's Executive Director and MSYSA's Treasurer.
- Ensure proper IRS, OHSA, and State of MI compliance for annual audits in conjunction with financial auditor.
- Ensure completion, review, and file MSYSA's annual 990 Form.
- Responsible for payment of annual taxes from MSYSA's annual 990T form.
- Any other duties as specifically requested by the MSYSA Executive Director.

#### Human Resources:

- Process employee payroll on a bi-weekly basis (via Paychex) and ensure quarterly 941 (Payroll Report) reconciliations, as directed by the MSYSA Executive Director.
- Assist MSYSA Executive Director with the HR matters and maintaining/organization of employee files.
- Assist the MSYSA Executive Director with administration of FSA program, 401K program, and process 401K match payments. (The MSYSA Board of Directors determines match contributions on an annual basis)
- Ensure completion, review, and file MSYSA's annual 5500 Report.
- Provide financial auditors with annual fiscal year payroll reconciliation to GL and supporting documentation.



# Michigan State Youth Soccer Association

## Reporting Structure:

- Reports to the MSYSA Executive Director.

## About Michigan State Youth Soccer Association:

The Michigan State Youth Soccer Association, Inc. (MSYSA) is a nonprofit organization that represents approximately 90,000 youth soccer players, 10,000 team officials, and 4,000 referees throughout Michigan. MSYSA consists of a vast number of clubs, leagues, and member organizations that register players (boys and girls) from ages 3 through 19 throughout the state. MSYSA is a member of the United States Youth Soccer Association (USYS) and the United States Soccer Federation (US Soccer). For more information on MSYSA, visit [www.michiganyouthsoccer.org](http://www.michiganyouthsoccer.org).

## Minimum Qualifications:

- Bachelor's degree or equivalent combination of education and related prior employment experience.

## Degree Program/Relevant Majors:

- Bachelor's degree preferred in Accounting or Finance.

## Practical Experience:

- Minimum of two (2) years' experience in accounting or financial management. Experience in non-profit Association accounting preferred. Solid understanding of non-profit financial compliance with State and Federal requirements. Solid understanding and experience with financial audits, accounts payable functions, and accounts receivables functions as well as an understanding of industry standard accounting software.

## Minimum Technical Requirements:

- Proficiency with Microsoft Word, Excel, PowerPoint, databases, calendar software and ability to learn new software applications quickly.

## Travel Requirements:

- Occasional weekend work required as directed by MSYSA Executive Director.
- Ability to travel domestically as directed by MSYSA Executive Director.

## Physical Requirements:

- Ability to lift 40 lbs. with or without assistance.

## How to Apply:

- Any interested candidate must submit a cover letter, resume, and salary requirements to Thomas Faro, MSYSA Executive Director, on or before **Friday, January 26, 2024**. Cover letters, resumes, and salary requirements can be submitted to Thomas Faro by email ([tfaro@michiganyouthsoccer.org](mailto:tfaro@michiganyouthsoccer.org)) or by regular mail (MSYSA, c/o Thomas Faro, 9401 General Drive, S-120, Plymouth, MI 48170. **NO PHONE CALLS, PLEASE.**