



JOB DESCRIPTION – BUSINESS MANAGER

Overview

Role Overview	Description
Purpose	<ul style="list-style-type: none"> ● As an officer of PTC Hockey, the Business Manager performs accounting functions and tasks related to the efficient maintenance and processing of the league’s financial transactions ● Manage monthly closing of financial records and posting of month end information; ensure accuracy of financial statements ● Respond to financial questions/concerns to meet business needs
Skills	<ul style="list-style-type: none"> ● Knowledge of generally accepted accounting and bookkeeping principles and procedures ● Filing taxes for non-profit organizations ● Negotiation of purchasing and leasing terms ● Knowledge of relevant computer applications ● Good planning and organizational skills ● Knowledge of league operations and underlying fundamentals
Tools/Access	<ul style="list-style-type: none"> ● Quickbooks ● Crossbar (League Management) ● On-line Banking Access ● MS Office
Reports To	President
Term	2 years
Hours per Month	20-30
Board Position	Yes

Tasks

Task	Description
General Management Activities	
Duties and Responsibilities	<ul style="list-style-type: none"> ● Manage the annual Directors & Officers (D&O) Liability Insurance requirements ● Manage and renew the Annual Corporation Registration with Georgia’s Secretary of State ● Manage relationships and associated agreements with PTC Hockey’s vendors. This includes negotiations of new agreements,



Task	Description
Duties and Responsibilities (Cont.)	<p>payment of invoices and ensuring PTC Hockey remains current regarding business arrangements</p> <ul style="list-style-type: none">• Oversee and manage concessions by working with the Concessions Manager, including managing any relationships with concession vendors• Administer payments bi-weekly to PTC Hockey vendors and sub-contractors, including but maybe not limited to:<ul style="list-style-type: none">○ Rink cleaning○ Officials○ Concession workers• Administer invoices and check requests from Executive Board Members and other functions• Prepare and complete bank deposits and activities• Perform all necessary account, bank and other reconciliations monthly, including updating accounting journals, ledgers and other financial records and month-end reporting• Prepare and present current financial state of organization at monthly board and Annual General meetings• Organize and coordinate all financial requirements associated with concessions operations• Obtain and maintain signed W-9 forms for all subcontractors of PTC Hockey• Coordinate preparation and distribution of 1099s to required vendors and sub-contractors• Coordinate preparation and filing of PTC Hockey tax returns each fiscal year (July through June)• Provide necessary reporting requirements to Peachtree City's Recreation and Special Events department, as outlined in PHA's annual user agreement