Position Summary:
The Association Manager is responsible for overseeing the operations of the association, providing administrative support and the coordination of services necessary to comply with USBC bylaws and policies and may require working evening and weekends. Association Manager is required to be a USBC, First Coast USBC member and be current with SafeSport and Registered Volunteer Program.

Position Responsibilities:

- Administrative:
    - Oversees the operations of the association
    - Return phone calls and emails in a timely manner (no later than 24 hours)
    - Resource to Centers/Secretaries
    - Oversee volunteer activities
    - Oversee all association correspondence (President is the spokesperson for the association
    - Submit reports to USBC Headquarters as requested
    - Attend all association meetings, including maintaining meeting minutes; receiving, compiling and filing committee reports

- Finances
    - Prepare a budget for board approval
    - Submitting written financial reports at all board and association meetings
    - Submit a written, audited, year-end financial report
    - Stay within the budget
    - Handle annual corporation fees
    - Prepare proper tax forms with the IRS (or assist accountant with this)
    - Deposit cash/checks in a timely manner
    - Utilize QuickBooks software to maintain financial records
    - Reconcile general account monthly – send to association president

- Awards
    - Process honor scores on WinLABS
    - Assist in award distribution on an association level
    - Pay invoices to award provider in timely manner

- Processing
    - Oversee membership processing and submit information to USBC Headquarters
    - Keep detailed records of all deposits related to membership dues (by league)
    - Maintain records, verify and submit the pin fall and number of games for all certified members
    - Maintain annual average book
    - Receive January 1st avg. From league rosters to be entered and check for bowlers added that cards have not been received

- Tournaments
    - Work with tournament committee
    - Certify all tournaments with USBC
    - Maintain tournament calendars; draft tournament entry forms for review
    - Print copies of entry forms for distribution to bowling centers
    - Post digital copies of entry forms on website, Facebook page

- o Process and verify entries
- o Deposit fees; provide tournament financial reports
- o Verify results including maintaining a record of and submitting tournament scores to USBC Headquarters as applicable
- o Payments of tournament prizes

- Perform other duties as prescribed by the board, the USBC Bylaws, USBC Association Policy Manual and the association's operations manual as applicable.

Required Skills and Abilities:

- The Association Manager should have knowledge of bowling; management, customer service, office and organizational skills, and be a people person.
- Basic Computer skills; MS Word, Excel, QuickBooks, printer/copier/fax
- Understanding of USBC Membership and WinLABS bowling software
- Strong Communication skills; ability to post articles, information on association website
- Proficiency with financial bookkeeping; adopt checks and balances for receiving cash
- Experience on the association board preferred but not required
- Experience with sales/marketing/public relations preferred

Physical Requirement:

- Lifting of boxes of supplies, stooping and sitting for periods of time

Supervisory Responsibilities:

- Oversee volunteers while working in the office or at tournaments

Travel Requirements:

- Some travel within First Coast and, possibly, outside of First Coast may be required.