



Finance & Registration Specialist

Start Date: July 1, 2025

Position Type: Full-Time, Year-Round

Reports to: Finance Director

Position Summary:

The Finance & Registration Specialist plays a key role in the smooth financial operations of AVSC, overseeing registration systems, managing accounts receivable, and supporting financial reporting, payroll, and donations and grant management. This role ensures accuracy, transparency, and timeliness in financial transactions, while supporting the broader team in delivering a high-quality experience for staff, athletes, families and donors.

About You:

You are detail-oriented, highly organized, and comfortable juggling multiple priorities. You have a strong finance background and must demonstrate strong interpersonal communication skills and the ability to handle sensitive situations with professionalism and emotional intelligence.

Core Responsibilities

Registration & Billing (CampMinder)

- Manage CampMinder, AVSC's athlete registration platform, ensuring smooth operations and data accuracy.
- Support the Clubhouse Manager with athlete registration and account-related inquiries.
- Process payments, credit memos, and refunds in a timely and accurate manner.
- Generate and distribute customer invoices in accordance with accounting procedures.
- Maintain customer accounts and respond to billing-related questions from families.

- Monitor and update the Accounts Receivable ledger and associated documentation.
- Produce and submit weekly reports on enrollment and AR status to management.
- Ensure fair and transparent credit practices across all transactions.

Accounts Receivable

- Oversee AVSC's accounts receivable process and resolve any discrepancies proactively.
- Manage collections related to athlete and travel accounts.
- Post receipts and payments efficiently to support timely revenue recognition.
- Ensure transactions are accurately reflected in the general ledger.
- Assist in preparing monthly and quarterly management reports and financial summaries.

Grant & Fundraising Finance

- Track and record grant-related services and expenses in financial systems; maintain audit-ready documentation.
- Update and reconcile the donations management model to the General Ledger.
- Support grant applications, reviews, budget updates, and audits as needed.
- Prepare grant-related reporting per established schedules.

Month-End Close & Reporting

- Prepare and enter biweekly payroll journal entries.
- Execute month-end journal entries including:
 - Posting subledgers (payables, receivables, donations)
 - Recording recurring expenses (rent, fees)
 - Investment activity, depreciation, prepaid expenses, restricted assets
- Reconcile assigned accounts and review in coordination with the CFO.
- Assist in preparing financial statements for the Finance Committee.

Additional Responsibilities

- Prepare and distribute departmental budget vs. actual reports.

- Manage staff rental properties, coordinating leases and payments.
 - Support year-end financial tasks including accruals and reconciliations.
 - Cross-train across finance functions to support team flexibility and continuity.
 - Assist the Stewardship team with fundraising events and manage the point-of-sale system.
 - Fulfill other duties as assigned by the Chief Financial Officer.
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Qualifications

- Bachelor's degree in Accounting, Finance, or related field.
 - 3–5 years of relevant experience, ideally in a nonprofit or mission-driven setting.
 - Strong working knowledge of accounting systems and financial reporting.
 - Excellent organizational, communication, and interpersonal skills.
 - Ability to navigate emotionally sensitive conversations with professionalism and empathy.
 - Experience with CampMinder, Bloomerang, QuickBooks, or similar platforms is a plus.
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Compensation & Benefits

- Salary Range: \$70,000 - 90,000 commensurate with experience
 - Benefits Include:
 - Health, dental, and vision insurance
 - 3% employer-matched retirement plan
 - Paid time off, sick leave, and holidays
 - Ski pass
 - Great working environment
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To Apply

Please email your resume and a cover letter to David Baugh, dbaugh@teamavsc.org

Subject line: **Finance and Registration Specialist Application**

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