



Job Summary: The Bookkeeper keeps records of all financial transactions for Team Summit. The Bookkeeper verifies, allocates, and posts details of business transactions, working closely with the Office and Membership Manager and 3rd Party Accountant to ensure transparency.

Reports To: Office and Membership Manager

Duties and Responsibilities: Responsible for all bookkeeping tasks and assists in all accounting aspects of Team Summit Colorado including but not limited to:

- Manage banking (deposits, statements etc.).
- Prepare Check Requisitions (coding for account & class).
- Issue checks
- Work with the Office and Membership Manager to maintain files (Electronic & Paper).
- Import/input payments from multiple payment sources.

Preferred Skills:

- Knowledge of Quickbooks online
- Must have excellent computer skills and willingness to upgrade computer skills, as required
- Experience with Multiple integrated systems a plus
- Demonstrated ability to perform multiple tasks in an environment where priorities can change rapidly
- Good time management skills and the ability to anticipate and manage a changing workflow
- Handle seasonally high volume transactions
- Comfortable working with month-end deadlines
- Must have a collaborative team mindset
- Strong written and verbal communication skills and time management skills
- Must work from the office located in Copper Mountain at least 14 hours/wk

This position is part-time hourly with a flexible schedule, perks include accident policy, 401K and season passes.

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