



The Company – Pacific Baseball Ventures:

We have fun running baseball teams. We work crazy days and nights in the summer with the potential of upwards of 4,000 customers a night (between two markets) while operating the busiest summer restaurants in Walla Walla and Yakima, WA. We're looking forward to the person that loves the game, is a great teammate, and is pretty darn good with numbers to join us. How is that for making a book-keeping job sound exciting?!

The Position:

Bookkeeper / Ticket Operations Assistant

The Job Responsibilities:

1. **Bookkeeping - Off-Season (est. 12-15 hours per week per market):**
 - a. Responsible for all aspects of financial recordkeeping and reporting, including preparation of income statement and balance sheet in QuickBooks and comparison to budgets
 - b. Reconciliation of all balance sheet accounts, including cash, assets and liabilities
 - c. Daily, Weekly, and Monthly financial recording and reporting
 - i. Income
 1. Record all income across multiple channels in general ledger
 2. Prepare and make daily/weekly deposits of income (take them to the bank)
 3. Reconcile income received with appropriate point-of-sale applications (ticketing, retail, e-commerce)
 4. Book advertising contracts and prepare/mail invoices and statements; apply payments appropriately when received.
 5. Reconciliation of bank accounts
 - ii. Expenses
 1. Receive and record invoices from vendors
 2. Prepare invoices for approval and payment
 3. Review company credit card statements, collect receipts and prepare monthly credit card bill payment
 4. Ensure proper matching of income to expenses by accruing expenses as necessary and determining status of prepaid expenses
 - iii. Reporting
 1. Prepare multiple financial and management reports for executive review (general manager in each market, company president and accounting office). Reports include cash flow forecasting, accounts receivable and payable, profit and loss, comparison to budget and balance sheet



2. Work with accounting office to prepare recommended vendor payments
3. Manage and improve existing system for filing and record-keeping, including digital scanning – primary keeper of historical financial records
- iv. Inventory
 1. Work with department heads to review end-of-month inventory counts and determine appropriate Cost of Goods Sold (COGS) and enter in general ledger.
2. **Ticket Operations – Off-Season**
 - a. Record ticket sales from each market in ticketing manifest
 - b. Work with ticket sales and service managers to prepare distribution of tickets when accounts are PIF or by contract
 - c. Assist GMs and ticket sales & service managers (where applicable) with inventory management for e-commerce ticket sales (primary responsibility of GM/Ticket Sales & Service Managers)
3. **Human Resources – Off-Season**
 - a. Assist HR/payroll department with booking and filing payroll reports (not managing payroll, just reporting)
 - b. Manage employment documentation for each employee in private, secure files
4. **In-Season (est. 30-32 hours per week per team)**
 - a. Same responsibilities as off-season – anticipate increased volume of work
 - b. Manage game-day counting team in Walla Walla and Yakima (potential for remote management)
 - c. May include game-day, in-stadium responsibilities as assigned by the GM as needed in Walla Walla or Yakima
5. **Budgeting Season (prepared in off-season)**
 - a. Work with the team president and general managers of each market to prepare annual budgets for review and approval by the Board of Directors
 - b. Assist team president and general managers in managing performance to budget (see reporting)
6. **Other reasonable duties as assigned**



The Skills needed:

- Improving, developing and maintaining operations standards
- Analyzing Information
- Dealing with potentially complex challenges
- Reporting Research Results
- Data Entry Skills
- Accounting
- Attention to Detail
- Confidentiality
- Thoroughness
- Working with remote teams
- Willingness to work within a team

Other Helpful Stuff:

- Associate degree in accounting or business administration, or equivalent business experience
- Prior bookkeeping experience and knowledge of basic generally accepted accounting principles
- Knowledge of and experience with QuickBooks a plus
- Knowledge of and experience with Microsoft Excel required
- Knowledge of and experience with retail point-of-sale a plus

The Pay & Important Info:

- Based on experience
- Includes season tickets for immediate family members in home market, most weekends and holidays off (except in-season), paid days off, lots of snacks, team swag

The Start Date:

November 16, 2018

The Location:

Primary Office - Walla Walla, WA
Secondary Office – Yakima, WA