



NMUSBC Association Manager Job Description

Position: Association Manager

Reports To: New Mexico USBC Board



Status: Exempt/Salary

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.

Position Responsibilities:

- Administrative:
 - Oversees the operations of the association
 - Return phone calls in a timely manner
 - Oversee volunteer activities
 - Oversee all association correspondence
 - 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
 - Deposit cash/checks in a timely manner
- Tournaments
 - Work with tournament manager
 - Work with tournament manager to verify results including maintaining a record of tournament results.
- 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.
- Knowledge of Quick Books
- Basic Computer skills; MS Word, Excel
- Understanding of USBC Membership
- Strong Communication skills

- Experience on the association board preferred
- Knowledge of WinLabs preferred

Physical Requirement:

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

Supervisory Responsibilities:

- Oversee tournament manager

Travel Requirements:

- Some travel within state