

## JOB DESCRIPTION

### Position

#### **Accounting and Administrative Associate**

#### About Positive Coaching Alliance (PCA)

Positive Coaching Alliance (PCA) develops **BETTER ATHLETES, BETTER PEOPLE** through resources for youth and high school sports coaches, parents, administrators and student-athletes. In addition to 1,000+ free audio-video and printable tips and tools at [www.PCADevZone.org](http://www.PCADevZone.org), PCA has partnered with roughly 3,500 schools and youth sports organizations nationwide to deliver live group workshops, online courses and books by PCA Founder Jim Thompson that help those involved in youth and high school sports create a positive, character-building youth sports culture.

PCA resources, which have reached more than 8.6 million youth, strive to transform high school and youth sports into a Development Zone™ culture, where the goal is to develop Better Athletes, Better People and the following become the prevailing models in youth and high school sports:

- The Double-Goal Coach®, who strives to win while also pursuing the more important goal of teaching life lessons through sports
- The Second-Goal Parent®, who concentrates on life lessons, while letting coaches and athletes focus on competing
- The Triple-Impact Competitor®, who strives to impact sport on three levels by improving oneself, teammates and the game as a whole.

PCA gains support from a [National Advisory Board](#), including National Spokesperson and 11-time NBA Champion Coach Phil Jackson, and many other top coaches, athletes, organization leaders and academics who share PCA's mission.

### Description

The Accounting and Administrative Associate will assist in the entire back office operations of this fast growing organization. This position is located at our National Headquarters in Mountain View, California. While the position will have assigned responsibilities, this "Utility Player" will be called upon to assist where and when needed. A "can do" attitude is essential to the success of this position. The ideal candidate will be able to manage processes and assist individuals at all levels within the organization with maturity and confidence to take charge of the back office operations. We are a team of individuals dedicated to our mission and to one another seeking a like-minded individual to support us in our growth.

### Responsibilities

Specific duties include, but are not limited to:

- Answer the PCA main telephone line, taking ownership to insure the caller's needs are placed with the appropriate personnel.
- Responsible for entering and coding accounts payable transactions and assist with processing check runs
- Manage monthly American Express account with multiple cardholders
- Distribute daily mail
- Support online training voucher assignments including communication with field colleagues to deliver timely, excellent partner support
- Manage office procurement including office, kitchen and computer supplies

- Assist with daily book shipments as needed
- Prepare quarterly and annual state compliance reporting
- Send reminders for outstanding accounts receivable
- Processing daily online credit card payments
- Perform other duties as required

#### Qualifications

- Team player, first and foremost!
- Must have a minimum of 2-4 years experience working in a growing, collaborative office environment
- Experience working with Microsoft Office and accounting applications highly desirable, NetSuite experience a plus
- Bookkeeping experience at a non-profit organization preferred
- Exceptional organizational skills with attention to detail
- Ability to manage several projects simultaneously
- Relentless desire to provide excellent customer service
- Effective written and verbal communication skills
- Excellent references and work history
- Passion for the PCA cause is essential

#### **Compensation & Benefits:**

Commensurate with experience.

PCA provides competitive benefits, which include

- Medical, dental and vision
- Long term disability
- 403(b) retirement plan
- 11 holidays a year
- 12 vacation days and 12 sick days starting first year

Please email your cover letter, resume, and salary requirement in confidence to [cathie\\_whalen@positivecoach.org](mailto:cathie_whalen@positivecoach.org).