

**IOWA GIRLS HIGH SCHOOL ATHLETIC UNION**

**JOB DESCRIPTION**

**WORKING TITLE:**            **Business Office Manager**

**REPORT TO (TITLE):**       **Executive Director**

**REVIEW DATE:**            **August, 2023**

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**PRIMARY FUNCTION:** Responsible for overall operation of the business office functions of the IGHSAU and the IHSSA including, providing accurate and complete financial reports as a result of all accounts receivable, payables and payroll functions within the IGHSAU and IHSSA operations. Provide support with data and research to Executive Director, Senior Management team, Sport Administrators, and the officiating program.

**PERCENTAGE**

**OF TIME**        **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

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|-----|---|
| 70% | 1. Maintain and reconcile accounts, process payroll, prepare and file corporate, payroll and sales tax deposits/filings. Process general receipts from sponsors and schools. Manage the Dragonfly pay system for the registration and payments of officials. Manage regional ticketing process for revenues and distribution to schools. Manage state tournament ticketing and program sales for selected championships. Process disbursements for insurance, credit cards, tournament related expenses. Assist executive director with investment information. |
| 10% | 2. Prepare for and assist Auditors for annual audit.  |
| 10% | 3. Assist Executive Director with budget preparation and other reports as requested   |
| 10% | 4. Assist with State Tournament duties and other duties as assigned.  |

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**GENERAL INFORMATION:** Qualifications include strong accounting, interpersonal and communication skills; excellent written and verbal skills; experience working with QuickBooks, Microsoft Office and ability to learn other computer software; must be able to work collaboratively with all colleagues; strong multi tasker; willing to work flexible schedule, including nights and weekends. Associates or Bachelor degree in accounting with experience preferred.

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The above statements reflect characteristic duties and responsibilities of the position and are not intended to limit the IGHSAU's right to assign, direct and control duty assignments.

Prepared By:    Jean Berger

Incumbent:

Approved By: