



CONNECTICUT STATE USBC ASSOCIATION

Association Manager Position Available

Position Summary:

The Association Manager is responsible for overseeing the operations of the CT State USBC Association. This includes providing administrative support and coordinating services necessary to comply with USBC bylaws and policies, and may include working evenings and weekends.

Requirements:

- Excellent knowledge of Quick Books
- Familiarity with Microsoft Word and Excel
- Some working knowledge of the sport of bowling
- Good verbal and writing skills

Duties and Responsibilities:

- Taking and distributing minutes at Board meetings
- Creating and distributing reports and other correspondences to all entities of USBC
- Maintaining budgets and all federal and state tax paperwork
- Maintaining and balancing all bank records and accounts
- Submitting and paying all expenses for the State Association
- Maintaining and presenting (when necessary) all financial records for the State USBC Association
- Maintaining records of all bowlers and tournaments at the State level
- Maintaining all required paperwork for the State USBC Association

Please send resume and contact Scott Hockford, President, Connecticut State USBC Association at one of the following:

website www.ctstateusbcassociation.org

or email ctstateassociation@yahoo.com