



**Position:** Butte USBC Association Manager

**Reports to:** Butte USBC Board of Directors

**Status:** Exempt/Salary

**Term:** The Annual Term of the position is from August 1st to July 31st  
This position is annually reviewed by the Board of Directors.

**Salary:** \$1,800 per year with annual review

### **Position Summary**

The Butte USBC 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. Association Manager is required to be a USBC, Butte USBC member and be current with SafeSport and Registered Volunteer Program.

### **Responsibilities**

- **Administrative:**
  - Oversees the operations of the association
  - Look for an develop new and efficient processes for the association
  - Manage and/or oversee all Butte USBC Associated Tournaments
  - Return phone calls and emails in a timely manner (no later than 24 hours)
  - Resource to Centers and League Secretaries
  - Oversee volunteer and committee activities
  - Oversee all association correspondence (President is the spokesperson for the Association)
  - Submit reports to State USBC Association Manager and USBC Headquarters as requested
  - Attend all association meetings, including maintaining meeting minutes, receiving, compiling and filing committee reports
  - Keep past and present records in a safe place with backups to store off-site.

- Finances
  - The Butte USBC is recognized as a 501c3 “not-for-profit” organization
  - 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 (or assist accountant with this)
  - Deposit cash/checks within 7 business days to maintain bonding
  - Utilize software to maintain financial records
  - Reconcile general account monthly – send to association president
- Awards
  - Process honor scores on WinLABS
  - Assist in award ordering and distribution on an association level
  - Pay invoices to each awards provider in a timely manner
- Processing
  - Oversee membership processing and submit information to USBC Headquarters
  - Keep detailed records of all deposits related to membership dues (by league)
  - Maintain records, verify and submit the pin fall and number of games for all certified members
  - Maintain annual average book and update with January 1 averages, Year End Averages, and Tournament Averages for local and state tournaments
  - Receive mid-season league rosters to check for bowlers not certified
- Tournaments
  - Work with tournament committee
  - Certify all tournaments with USBC
  - Maintain tournament calendars; draft tournament entry forms for review
  - Print copies of entry forms for distribution to bowling center(s)
  - Post digital copies of entry forms on website, Facebook page as needed
  - Process and verify entries
  - Deposit fees; provide tournament financial reports
  - Post Payout and Tournament financial report within 30 days of the end of the tournament
  - Verify results including maintaining a record of and submitting tournament scores to USBC Headquarters as applicable
  - Payments of tournament prizes
- 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, accounting practices, office and organizational skills, and be a people person.
- Basic Computer skills; MS Word, Excel, QuickBooks, printer/copier/fax
- Understanding of USBC Membership, USBC Rules and WinLABS bowling software
- Strong Communication skills; ability to post articles, information on association website
- Proficiency with financial bookkeeping; adopt checks and balances for receiving cash
- Experience on the association board preferred but not required

## **Additional Benefits**

- A payment of \$200 per year for internet fees
- Supplied laptop and printer
- All materials (paper, raffle tickets, etc.) required for association needs are covered and/or reimbursed by the Butte USBC

## **Physical Requirements**

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

## **Supervisory Responsibilities**

- Oversee volunteers while working in the office or at tournaments

## **Travel Requirements**

- Within Butte USBC Chartered Limits, which is Silver Bow County.

## **Application Process:**

SEND RESUMES including two references to: Debbie Martinich, Vice President  
2000 Hancock Ave  
Butte, MT 59701  
Email address: [marvy36@yahoo.com](mailto:marvy36@yahoo.com)

DEADLINE: May 1<sup>st</sup> of each year

Applicants will be notified after the selection has been made by the Butte USBC Board at the Annual Spring Meeting TBD.