



Part-Time Bookkeeper

American Birkebeiner Ski Foundation - Hayward, WI

Date: July 14, 2026

The American Birkebeiner Ski Foundation (ABSF) seeks an experienced Part-Time Bookkeeper to maintain accurate financial records and manage day-to-day bookkeeping operations across multiple entities, including ABSF and related subsidiaries (Birkie Enterprises, and Lumberjack World Championships).

This role focuses on daily financial tracking and transaction processing, working collaboratively with our other part-time accounting personnel and executive leadership to ensure seamless financial operations.

Key Responsibilities

Financial Operations & Transaction Management

- **Accounts Payable & Receivable:** Process accounts payable, ensure timely payment of invoices, and issue accounts receivable invoices as needed.
- **Payroll Processing:** Manage biweekly payroll processing and related tax submissions.
- **Reconciliations:** Perform monthly bank and account reconciliations to support monthly closing procedures.
Reporting Support: Assist in preparing financial data for the CFO and updating weekly leadership scorecards.
- **Tax & Compliance Support:** Assist with filing sales tax returns, generating/filing 1099 forms for contractors, and compiling documentation for annual audits and Form 990 preparation.
- **Sponsorships & Events:** Process and track sponsorship payments, agreements, and event registration fees.

Cash Management & Expense Tracking

- **Cash Handling:** Prepare bank deposits and manage day-to-day cash handling procedures.
- **Expense Programs:** Oversee company credit card programs and employee expense reporting.
- **Operations & Logistics:** Administer cell phone contracts, monthly billing, and maintain updated lists of property/equipment for insurance purposes.

Multi-Entity Bookkeeping

- **Ledger Maintenance:** Maintain separate books for ABSF, Birkie Enterprises, and Lumberjack World Championships.
- **Expense Allocation:** Ensure proper and accurate allocation of shared expenses across all entities.

Part-Time Bookkeeper (continued)**American Birkebeiner Ski Foundation - Hayward, WI****Date: July 14, 2026****Required Qualifications**

- Associate's degree in Accounting, Finance, or a related field preferred (or equivalent professional experience).
- 3+ years of dedicated bookkeeping or transactional accounting experience.
- High proficiency in QuickBooks Online and the Microsoft Office suite (especially Excel).
- Strong attention to detail, highly organized, and able to manage deadlines independently.
- Knowledge of non-profit bookkeeping practices or experience with multi-entity structures is a strong plus.

Benefits & Details

Status: Part-Time

Compensation: Competitive hourly wage based on experience and certifications.

Perks: Staff clothing allowance and discounts on ABSF branded merchandise.

Retirement: 401(k) with company match.

To Apply

Please submit your resume and a brief cover letter outlining your availability to mike.brown@birkie.com.

The American Birkebeiner Ski Foundation is an equal opportunity employer.

American Birkebeiner Ski Foundation

10527 Main St
Hayward, WI 54843