

## **American Darts Organization Office Manager**

**Position Overview:** This paid, contract position, works closely with the American Darts Organization (ADO) Board of Directors and attends to daily activities.

### **Key Responsibilities:**

- Financial management including cash management, accounts receivable, accounts payable. Data is tracked in QuickBooks and Excel spreadsheets. Revenue is received through a PO Box and online portals.
- Track expenses and reimbursements related to ADO national finals and international competition.
- Confirm attendance, document travel expenses, and when needed book travel related to ADO meetings, ADO run tournaments, ADO national finals, and ADO participation in international events.
- Maintain player ranking tables based on tournament and national qualifier results
- Administrative duties related to tournament sanctioning, membership support
- Respond to inquiries from current and prospective members through various channels. Frequently, this requires connecting them with the right ADO official to handle their inquiry.

### **Qualifications:**

- Strong organizational and multitasking skills.
- Excellent communication skills, both written and verbal.
- Proficient in Google Docs, Sheets/Excel, QuickBooks, DartConnect, and graphic software.
- Ability to handle financial transactions and maintain accurate records.
- Knowledge about the sport of darts considered a significant plus.

### **Working Conditions:**

- Fully remote position. May require occasional travel for events and meetings.
- Flexibility in working hours may be needed during peak event times.

**Application Process:** Interested candidates should submit their resume and a cover letter outlining their relevant experience and qualifications for the Office Manager position. Submit at [www.adodarts.com/jobs](http://www.adodarts.com/jobs)