



**Position Title:** Accounting Assistant  
**Company:** Athletx Sports Group  
**Location:** Louisville, KY (Headquarters)  
**Job Type:** Part-Time/Full-Time

### **Company Overview**

Athletx Sports Group is a national producer and director of baseball and fastpitch softball events. Athletx maintains offices in Louisville, KY (headquarters), Naperville, IL, Carmel, IN and Knoxville, TN and currently produces 600+ team events and 50+ individual player events all over the U.S. through its subsidiary brands: Youth Baseball Nationals, Youth Softball Nationals, Baseball Youth, Softball Youth, Game Day USA, New Year's BaseballFest, New Year's SoftballFest, Youth World Series, Softball World Series, Baseball World Series, TravelBall Select, Pastime Tournaments, Mid-America Baseball and Net Elite Baseball. These events reach nearly 12,500 teams, 165,500 players, 35,000 coaches and more than 367,000 fans annually. Athletx and its brands have a total social media reach of over 700,000 followers.

### **Position Summary**

Athletx Sports Group is seeking a detail-oriented and self-motivated Accounting Assistant to join our fast-paced and dynamic team. The ideal candidate will assist with day-to-day accounting functions, including accounts payable, accounts receivable, reconciliations, and financial tracking. This role requires proficiency in QuickBooks Online and a strong understanding of financial processes to help maintain accuracy and efficiency within our accounting operations.

### **Key Responsibilities**

- **Assist with Accounts Payable & Receivable** – Process invoices, payments, and monitor outstanding balances.
- **Reconcile Financial Accounts** – Reconcile multiple checking and credit card accounts to ensure accuracy.
- **Daily Transaction Entry** – Maintain up-to-date financial records by entering and categorizing transactions.
- **Process Customer Refunds** – Handle refund requests in a timely and efficient manner.
- **Balance Credit Card Receipts** – Ensure daily credit card transactions are accurately recorded and reconciled.
- **Expense Allocation** – Distribute certain expenses among various Athletx brands.
- **Track Sales Revenue** – Monitor and reconcile revenue generated from sales transactions.

### **Qualifications & Skills**

- Proficiency in QuickBooks Online is required.
- Strong attention to detail and organizational skills.
- Ability to handle confidential financial information with discretion.
- Strong problem-solving skills and ability to work in a fast-paced environment.
- Effective communication and collaboration with internal teams.

### **Education & Experience**

- Bachelor's degree in Accounting, Finance, or a related field preferred.
- Relevant work experience in accounting, bookkeeping, or financial administration.

### **Why Join Athletx Sports Group?**

- Be part of an innovative and growing sports event company.
- Work in a fast-paced, team-oriented environment.
- Opportunity to contribute to high-profile sports events nationwide.

***Serious inquiries only- Please send resume and cover letter to **Christine Herring** at [cherring@athletx.com](mailto:cherring@athletx.com)***