

EDGE Sports Group (ESG Associates Inc.) is the fastest growing sports facility development and operations company in New England with a portfolio of seven facilities, programs, tournaments, events and services across ice hockey, swimming, and field sports such as soccer, lacrosse, and field hockey. In calendar year 2023, it is anticipated that ESG will host over 1,500,000 youth athletes and their families at our seven Massachusetts centers.

EDGE Sports Group currently has a managed portfolio consisting of **Boston Sports Institute** in Wellesley, **Boch Ice Center** in Dedham, **Thayer Sports Center** in Braintree, **Foxboro Sports Center** in Foxboro, **Hobomock Arenas** in Pembroke, **Essex Sports Center** in Middleton, and **Worcester Ice Center** in Worcester, along with upcoming projects in Orlando Florida and Tucson Arizona. As a result of this exceptional growth, we are looking for immediate hires for key accounting department positions to join our fast-paced dynamic team.

Accounts Receivable Clerk

The ideal candidate will work full-time from our Wellesley location, starting immediately, and be:

- Passionate about all aspects of sport!
- Personable, diligent, and pride themselves on their managerial skills.
- Effective at finding solutions and solving problems.
- Outstanding communicators.
- Results driven with a desire to set goals and achieve them.

Job Responsibilities

- Updates receivables by totaling unpaid invoices.
- Create bill and maintain customer balances on QuickBooks.
- Verifies validity of account discrepancies.
- Resolves collections by examining customer payment history.
- Summarizes receivables by maintaining invoice accounts.
- Accomplishes accounting and organization mission by completing related results as needed.
- Reports to assistant controller/controller.
- Ad hoc projects and other miscellaneous tasks as needed.

Qualifications and Skills

- A high degree of accuracy and great attention to detail
- Strong communication skills
- Basic understanding of accounting principles a plus
- Knowledge of QuickBooks a plus.

Interested candidates should forward their cover letter and resume to Marybeth Brandt at marybeth@edgesportsgroup.com