



MAJOR LEAGUE BASEBALL®
PLAYERS ALUMNI

Position: Accounts Receivable

Job Type: Full Time / Colorado Springs, CO

Salary Range: TBD

The Major League Baseball Players Alumni Association (MLBPAA) and Major League Alumni Marketing (MLAM) seek a highly organized Accounts Receivable associate to support daily accounting operations and provide administrative support to the Chief Financial Officer. This role requires accuracy, discretion, strong communication, and the ability to manage multiple priorities in a fast-paced environment.

Company Benefits & Perks

- Employer-paid medical, dental, and vision (after 60 days)
- Employer-paid life, short-term, and long-term disability
- 401(k) and Roth 401(k) with employer match
- Generous PTO and paid holidays
- Wellness program, MLB game tickets, tuition reimbursement, and more

Key Responsibilities

Accounting & Accounts Receivable

- Review daily bank activity and identify deposit sources across multiple institutions.
- Post customer payments and reconcile deposits within QuickBooks.
- Download and reconcile payout activity from Shopify, Square, PayPal, and eBay.
- Process invoicing, payment application, deferred revenue entries, and credit card fee allocations.
- Monitor open invoices, support customer collections, and maintain accurate A/R records.
- Assist with monthly reporting, including departmental P&L distribution.
- Maintain organized documentation, payout reports, and monthly statements.
- Complete assigned daily, weekly, and monthly reconciliations.
- Support special projects and ad hoc administrative requests as assigned.

Qualifications

- Experience in accounts receivable or accounting support required.
- Proficiency in Microsoft Office; QuickBooks experience preferred.

(719) 477-1870

**1631 Mesa Avenue, Suite D
Colorado Springs, CO 80906**

WWW.BASEBALLALUMNI.COM

STAY CONNECTED

@MLBPAA   



MAJOR LEAGUE BASEBALL®
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- Strong organizational, time-management, and multitasking abilities.
 - Professional, discreet, detail-oriented, and adaptable.
 - Excellent communication skills and a customer-service mindset.
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We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, age, disability, gender identity, marital or veteran status, or any other protected class.

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