



Job Title: Financial Controller
Employer: USA Rugby
Job Status: Full-time, Exempt
Reports to: Chief Operating Officer

USA Rugby Mission:

Unite an inclusive, passionate American Rugby community and ignite sustainable development that grows a game reflective of our core values and history.

USAR Character:

- Integrity
- Leadership
- Accountability
- Transparency
- Inclusivity
- Passion

Job Purpose:

The Controller has the responsibility for maximizing the return on financial assets by monitoring and administering financial policies, procedures, controls and maintenance of the accounting and reporting systems. The Controller manages the Finance team and oversees the treasury, general accounting and accounts receivable/payables functions. The Controller is expected to manage towards efficient and value-add processes and interact effectively with all levels of the organization. The Controller will provide Financial leadership and guidance to the organization as well as provide timely information for the Executive Management Team to make accurate and effective decisions. In addition, the Controller is responsible for Human Resource functions of payroll, benefits administration and HR budgetary implications.

Essential Job Functions:

- Provide direct supervision and support for the Accounting Team; including providing guidance on efficient processes and providing support for general accounting processes and procedures.
- Ensure policies and procedures (internal controls) are in place to provide reasonable assurance that the company assets are protected.
- Assess organizational financial performance.
- Prepare and present timely and accurate monthly financial statements and variance analyses
- Oversees timely and accurate management of working capital (via efficient A/R and A/P and cash flow processes).
- Accurately assess and manage the treasury functions of cash transactions and forecasting.
- Provides ongoing financial projections by coordinating budget/forecast preparation; collecting, analyzing, and consolidating financial information; advising on the collection and analysis of financial results to department heads and the Executive Team.
- Guides financial decisions by establishing, monitoring and enforcing policies and procedures.

- Ensures compliance with federal, state and local legal requirements by researching existing and new regulations and assisting in the preparation of the annual IRS990.
- Plan and assist in financial audits as required, including annual financial audits and grant/contract audits. Coordinates required activities with Accounting Team for preparation and delivery of necessary financial data for audit purposes.
- Manages budget variance reporting and provides the executive management team and the Board Chair of the Audit and Risk Committee with monthly financial information on financial results.
- Keeps up-to-date on information and technology affecting functional area(s) to increase innovation and ensure compliance.
- Oversees Payroll for the organization, currently a bi-monthly occurrence.
- Oversees Benefits Administration including annual renewals of benefits, their implementation and verification of proper payments as needed.
- Work with COO on annual organizational insurance review and purchase process.
- Assists the legal counsel in processing quarterly reports and other financial data as requested
- Interface with external sources of funds per their requirements

Desired Outcomes:

- Provide leadership and guidance to support the financial backbone of USA Rugby and respective subsidiaries.
- Ongoing process improvements around delivering sound financial information to further the mission
- An ethical approach to Accounting standards and processes
- Timely delivery of accurate financial information to all stakeholders
- Timely delivery of payroll and associated payments

Supervisory Responsibilities:

- Accounting Manager

Required Knowledge, Skills & Abilities:

- Excellent written and verbal communication skills
- Comprehensive knowledge of accounting principles
- System proficiency in QuickBooks and Microsoft Office
- Able to work in a fast-paced environment
- Able to manage multiple priorities
- Familiarity with managing the financial close, reporting and auditing
- Solid command of GAAP accounting principles, practices and associated computer system interfaces
- Proficiency in analyzing business performance and establishing financial controls
- Ability to apply skills and critical thinking to contribute to the success of organizational priorities which may lie outside of the normal accounting functions.

Required Education & Experience

- Bachelor's degree in accounting, finance or related field
- 5+ years of accounting experience
- 3+ years of experience in a management and/or supervisory role of an accounting department/team

Preferred Qualifications:

- Master's degree in finance and/or accounting
- Experience in nonprofit organizations
- Experience accounting for and consolidating multiple entities
- CPA/CMA certificate a plus

Salary Range: Minimum \$100k annually with benefits

To apply:

- Please submit a cover letter and resume to Chief Operating Officer, Johnathan Atkeison at jatkeison@usa.rugby