



Job Profile – Director of Finance and Administration

Job Title:	Director of Finance and Administration
Start Date:	May 1, 2022
Area:	National Headquarters (Salt Lake City, UT)
Department/Unit:	Office Operations
Reports to:	Executive Director

Nature of the Work:

The Director of Finance and Administration is responsible for ensuring the proper management of financial administration activities for all of US Speedskating (USS). The Director of Finance and Administration is part of the Management Team and will report directly to the Executive Director of USS. The position is responsible for the financial accountability of the organization and managing the day-to-day accounting, office and human resource functions of the national office. This position is a full-time position requiring a minimum of 45+ hours/week. Some travel during the year may be necessary as are occasional evenings and weekends.

This position works in the USS National Office and Training Center, currently located at the Utah Olympic Oval in Kearns, Utah. The position supports staff and athletes for the National Long and Short Track Speed Skating Program and Teams and interacts closely with other USS staff and departments in serving the membership of USS and meeting organizational goals.

USS is the National Governing Body for the sports of Long and Short Track Speed Skating in the USA, and sole recognized member of the United States Olympic Committee and the International Skating Union for these sports. USS is one of the most accomplished Winter Sport NGBs with 91 Olympic Winter Games Medal performances. USS is the member organization to approximately 2,000 registered speed skaters and supporters in the USA. USS also hosts and sanctions world-class international and domestic events on an annual basis.

Primary focus of the Position:

The key purpose of the position is to ensure that daily financial, operational, compliance and human resource functions of the organization run efficiently and effectively. The position is responsible for maintaining records in accordance with IRS regulations, GAAP and managing an external annual audit. Other priorities include:

- Develop, monitor and forecast annual budget
- Oversight on all company expenditures
- Work with USOPC auditors on annual report of expenditures and other compliance requirements
- With Executive Director oversight, update as necessary and abide by

USS' Financial Policy and Procedures Manual

- Adherence to Utah Nonprofit law and governance best practices
- Assist leadership with strategic planning, process and procedure

Duties and Responsibilities:*Accounting and Finance*

- Manages accounts payable, accounts receivable, banking and other general office/accounting functions
- Manages all banking and cash management activities and oversees preparation and dissemination of monthly reconciliation reports
- Prepare, analyze and disseminate monthly, quarterly and annual financial reports including profit/loss statements, balance sheets, budget projections and forecasts
- Development of USS annual budget with accurate forecasting throughout the year
- Ensure state and federal tax filings and returns are processed and filed
- Development and implementation of proper internal control processes
 - Coordinate and facilitate conduct of external audit
- Responsible for USS inventories: organize and monitor inventories and track specific technical and other equipment aspects within the organization

Office Management and Headquarters Operations

- Responsible for all organizational insurance administration: filing and processing of claims, reviewing proposals, binding coverage and all other issues
- IT coordination maintaining infrastructure, communication with outside service providers and networks
- Chief HR administrator responsible for reporting of all new hires and terminations to necessary regulatory agencies (i.e. unemployment, workers compensation)
- Administrator of USS benefit programs
- Maintain official USS records and contracts

Other duties and responsibilities

- Staff representative on USS Audit Committee
- Manage USS Foundation and its Directors including quarterly calls and annual meeting
- Manage all USOPC Compliance requirements including audits
- Support USS domestic events including oversight of budgets and receivables and payables
- Other duties and responsibilities as needed

Core Competencies:

- Organizational planning, development and execution of strategic plan
- Respect, integrity and high ethical standards
- Ability to work with others in an effective and collaborative manner
- Flexibility to adapt and respond to changing environments
- Organizational competence and multitasking proficiency
- Ability to function effectively in team situations both within and across departments and other organizations to achieve optimal collective results
- Facilitates a strong "TEAM" environment within the National Programs, at USS National training centers and with the Utah Olympic Oval

Qualifications:

- Post-secondary degree in finance or accounting (post graduate degree preferred)
- 7+ years of relevant work experience
- Possession of a Professional Accounting Designation (e.g. CPA, CMA)
- Understanding of and experience with sports business management
- Strong organizational, analytical and problem-solving skills
- Excellent working knowledge of accounting software (QuickBooks), Microsoft Office and other information systems
- Familiarity with current applicable labor laws
- Capability to successfully manage multiple high priority projects at one time
- High level of organization, decision-making and communication skills
- Human Resources and administration experience
- Information Technology experience
- Experience in and passion for sports is preferred
- Clean background screening (upon employment)
- SafeSport Certification required (upon employment)

Miscellaneous:

- This is an at-will employee position
- Simple IRA plan provided by USS
- Paid vacation days plus company holidays
- Salary compensation commensurate with experience
- Health insurance and related benefits provided
- This position is located at the US Speedskating National Headquarters, located in Kearns, Utah, at the Utah Olympic Oval

Qualified candidates should send a resume and cover letter describing how your accomplishments qualify you for this position. Send via email no later than March 31, 2022, to Ted Morris at: tmorris@usspeedskating.org