



Director of Finance, Compliance & Office Operations Job Description

Summary

USA Judo is the national governing body for the sport of Judo recognized by the United States Olympic & Paralympic Committee (USOPC) and the International Judo Federation. Its main headquarters is in Colorado Springs, Colorado. The mission of the organization is to enable US athletes to achieve sustained competitive excellence in Olympic and Paralympic Competition while growing the sport of Judo in the United States.

The position is responsible for managing an effective finance department for USA Judo to include: responsibility for the day-to-day financial operations including accounts payable/receivable with a significant focus on transactional activity related to high performance and travel-related expenses for the Olympic & Paralympic programs, as well as membership and event-based revenue and expenses. Short and long-term financial planning responsibilities, including yearly and quadrennial budgets tied to strategic plans. Also monitor investments in the US Olympic Endowment, oversight of human resources activities (payroll, 401K, benefits) and compliance responsibilities related to USOPC and independent audits.

The position reports to the CEO and will involve frequent interaction with other staff members, the Board of Directors, vendors, athletes, coaches and members of the USA Judo community

Essential Functions:

- Manage & balance all bookkeeping, banking and financial activities for USA Judo in line with Generally Accepted Accounting Principals and non-profit accounting standards.
- Manage, deposit and report all income and Value in Kind received by USA Judo.
- Support the CEO with the design, development and implementation of annual and quadrennial budgets as well cash flow management, forecasting and end of year reporting.
- Process payment for all purchases & expenditures, including expense reports.
- Manage, update, ensure and enforce financial policies and procedures as necessary.
- Review and implement best practices for finance and accounting operations.
- Revise, update and present for approval to the CEO and Board of Directors USA Judo fiscal policies for the organization as necessary.
- Provide financial reports monthly or as needed, to the CEO and Audit Committee.
- Successfully address all USA Judo issues relating to finances as directed by CEO.
- Work with high performance staff as needed to wire international funds and produce reports for US Olympic & Paralympic Committee Reports and Audits.
- Issue invoices and collect payments as necessary.
- Work with USOPC Audit Dept, independent auditors and legal counsel in creating any annual audits, 990 and management reports.
- Responsible for all office operations including but not limited to payroll & employee benefits administration (insurance, 401K) as well as PTO tracking.
- Assist with grant applications and reporting as necessary
- Carry out other projects as assigned by the CEO.

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Work Conditions

- Reports to CEO
- Mostly traditional work hours
- Office environment in multi-story building
- Potential national travel

Minimum Qualifications & Requirements:

- Bachelor's degree required, MBA and/or CPA qualification preferred
- At least 4-6 years of overall professional experience to include broad financial operations and compliance experience
- Ideal experience to include responsibility for the quality and content of all financial data, reporting and audit coordination
- General knowledge or previous oversight of human resources, insurance and risk management
- Ability to translate financial concepts and collaborate with colleagues who may not have finance backgrounds
- Customer service mentality toward both internal and external constituents, including excellent communication and relationship building skills with an ability to prioritize, negotiate and work with a variety of internal and external stakeholders
- Exemplary organizational skills and attention to details
- Ability to manage multiple responsibilities simultaneously
- Excellent written and verbal communication skills
- Creative thinker and innovative, solutions-based problem solver who is able to work in a fast-paced environment
- Experience in the use of accounting and communications software including QuickBooks, Stripe, Microsoft Office programs; experience with other multi-media applications and software vendors preferred
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making
- Confidentiality of information a must

Salary & Benefits

- Salary Range: \$50,000 - \$58,000
- This is a full-time, exempt position
- Benefits include health benefits, 401K plan and PTO

Application Process

Review of applicants will begin immediately and deadline for application is August 20, 2021

Please send resume, cover letter and any supporting documentation to Keith Bryant, USA Judo CEO, at keith.bryant@usajudo.us

Equal Opportunity

Applicants and employees are considered for positions and are evaluated without regard to mental or physical disability, race, color, religion, gender, national origin, age, genetic information, military or veteran status, sexual orientation, marital status, gender identity or any other protected Federal, State/Province or Local status unrelated to the performance of the work involved.