

**United States Fencing Association**  
**POSITION TITLE: Director of Finance and Business Services**

SUMMARY

The Director of Finance and Business Services is responsible for managing the financial information and monthly reporting processes for US Fencing. A successful candidate will also be responsible for providing analytical support related to overall organizational operations, manage day-to-day business operations, provide timely reporting to various groups within the organization, and oversee operational aspects of HR.

ESSENTIAL FUNCTIONS

- Direct all aspects of the organization's finances.
- Direct accounts payable, accounts receivable, bank statement reconciliations, investment accounts, payroll, sponsorship accounting including value-in-kind, wire transfers, etc.
- Coordinate annual independent audit.
- Direct annual budget process and oversee its implementation.
- Manage other audit and funding compliance functions.
- Ensure integration of financial activities with the strategic plan.
- Ensure compliance with government, internal, and other financial policies.
- Prepare periodic reports with summarize and forecast business activity and financial position in areas of income, expenses and earnings based on past, present and expected operations to the Board of Directors including cash flow, budget to actual variance with analysis, balance sheet, and other organization financial data.
- Provide financial analysis and projections of new programs, capital investments and improvements, and other major financial undertakings of the organization.
- Provide leadership and recommendations to program staff to maximize revenues and reduce expenses through financial benchmarks, data collection, data analysis, and program evaluation
- Responsible for all cash transaction at major events (ticket sales, programs, banquet seats, etc.).
- Provide strategic financial counsel to the Executive Director, Finance and Audit Committee, and senior staff.
- Supervise and direct accounting personnel. Duties include interviewing, hiring, training, directing work, appraising and disciplining
- Serve as primary human resource coordinator for staffing, benefits and taxation matters.
- Serve as primary liaison to insurance broker for organization and member insurance matters.

GENERAL INFO

- Standard office equipment
- Office environment – relocation required
- Requires some travel with non-traditional hours

QUALIFICATIONS

Required:

- 4-year degree in accounting, finance, or business administration.
- 5 + years experience.
- Strong analytical, organization, and communication skills.
- Ability to deal with multiple projects and interface with varied staff and volunteer experience levels.
- Mastery of QuickBooks, presentation and financial modeling software.
- High energy, creative, positive corporate image.

Desirable:

- CPA accreditation
- Graduate degree in finance or business.
- Experience in sports finance – membership, sponsorship, licensing, grants.
- Non-profit financial experience.
- Experience with start-up programs.

POSITION REPORTS TO: Executive Director

Salary range: \$50,000.00 - \$65,000.00

We do not discriminate on the basis of race, religion, national origin, gender, age, handicap, or veteran status. All qualified applicants will be given equal opportunity. Selection decisions are based on job-related factors.

**IF INTERESTED, PLEASE CALL THE USOC CAREER SERVICES DEPT. AT 1-800-933-4473, Extension 1.**