Title: Finance Director

Reports To: Chief Executive Officer/Secretary General

Coordinates With: USAT Staff, USAT Audit Committee, USOPC Auditing Division, External Auditors.

Position Summary: Manages accounting transactions including Accounts Payable, Accounts Receivable, Payroll, Credit Card Processing, Cash Transactions and adjusting journal entries when necessary. Is also responsible for ensuring that USAT is in compliance with USOPC reporting guidelines as well as state and federal regulations.

Qualifications: Minimum of Bachelor of Science degree in Financial Accounting and Management from an accredited University. Current C.P.A. license and familiarity with latest FASB regulations required with appropriate employment history. Must have first hand knowledge of the use of accounting software programs, spreadsheet development and analysis etc. Must have ability to manage and work with multiple projects and individuals from diverse groups under time deadlines. Not-for-profit experience is preferred.

Areas of Responsibility:

- Assist in preparation of annual budget for approval. Monitor activity against approved budget on a monthly basis. Identify areas of concern in a timely manner and report results to CEO/Secretary General and the USAT Audit Committee.
- Assist Program Managers in planning realistic budgets that accomplish USAT’s goals and objectives.
- Responsible for all accounting functions including: reporting, cash management, planning and analysis, deposits, credit card processing, accounts payable/receivable, and journal entries. Assess cash flow and recommend actions to the CEO/Secretary General.
- Distribute monthly financial statements to the CEO/Secretary General and the USAT Audit Committee in a one to two page summary that describes deviations from budget and other aspects that may affect financial performance of USAT.
- Review, implement and enforce internal controls an USAT financial policies and procedures.
- Coordinate and maintain all employee salary and benefit documentation. Maintain data on industry salary levels for USAT staff roles.
- Facilitate the annual external financial and USOPC Audits.
- Ensure that the corporation is adequately insured at reasonable levels.

Competency:

- Problem solving – identifies and resolves problems in a timely manner. Gathers and analyzes
information skillfully; develops alternative solutions when necessary. Works well in group problem solving situations. Demonstrates appropriate and skillful decision making skills.

- Technical skills – Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge, skill and experience though formal and informal channels. Shares expertise with others.
- Customer Service – Manages difficult customer problems and situations. Responds promptly to customer needs, solicits customer feedback to improve service, and responds to requests for service and assistance. Meets deadlines and commitments in a timely manner.
- Ability to think strategically and work well with team leaders.
- Leadership, analytical and communication and listening skills.
- Oral Communication – Speaks clearly and persuasively in positive or negative situations, listens and seeks clarification. Active participant in meetings.
- Team Work – Contributes toward building a positive and cohesive team.
- Ethics – Treats others with respect, keeps commitments (both verbal and contractual.
- Works with the highest standards of integrity.
- Upholds Organizational Values.

*This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job; other duties may be assigned.*

*Interested candidates may submit their resume and cover letter via email to Leslie.Burhnam@usa-taekwondo.us*

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