USA Climbing – Director, Finance and Administration

About USA Climbing
USA Climbing is the National Governing Body for the sport of competition climbing in the United States. Competition is rapidly growing across the United States with the development of new climbing gyms and the introduction of climbing as an Olympic sport in Tokyo.

Our mission is to support the well-being, development, and competitive excellence of our athletes as we advance the accessibility and growth of the climbing community nationwide.

Position Summary
The Finance and Administration Director is responsible for managing all aspects of USA Climbing’s financial and administrative functions including, but not limited to, accounting, budgeting, finance, audit oversight, policies and procedure development and implementation, and USA Climbing Foundation financial oversight. This position is critical to achieving future goals of the organization and will work closely with the CEO in strategic planning to achieve organizational financial targets as well as compliance with Generally Accepted Accounting Principles and Human Resource Management.

USA Climbing values diversity in all of its forms and strongly supports and encourages diversity candidates through its hiring process.

Reports to: Chief Executive Officer

Primary Job Responsibilities

Finance
- Oversee policies, procedures, and internal controls of USA Climbing’s financial, and accounting systems.
- Provides strategic guidance, useful and helpful oversight, and added experience & knowledge to CEO and functional teams
- Perform day to day accounting functions including AP/AR, journal entries, general ledger entries, credit card and bank reconciliation, cash flow projections, payroll, etc.
- Develop and distribute accurate financial reports regularly to staff, Committees, and the Board of Directors
- Oversee financial software and processes to ensure adequate data backup, controls, and efficiencies
- Review, update, and maintain Fiscal Policies and Procedures
- Work closely with budget holders in the preparation, development, and monitoring of yearly budgets.
- Works closely with the VP of Marketing, Communications, and Development in the development of the USA Climbing Annual Report
- Prepare and send necessary tax letters for donors
- Manage annual external audit, serving as the primary liaison to the auditors, while working closely with the USA Climbing Audit Committee to ensure any necessary reconciliations are achieved and finalizing necessary documents for the IRS and public dissemination of required forms (990)
- With the CEO develop and monitor financial benchmarks for the organization.
- Serve as USA Climbing liaison to various US Olympic and Paralympic Committee and other US National Governing Bodies workgroups, etc.
- Other duties as assigned

Administration
- Review and update HR policies and procedures and employee handbook to ensure compliance
- Negotiate benefit and retirement packages including communicating programs to employees
- Oversee vendor management as necessary
• Maintain employee files and independent contractor paperwork including 1099’s
• Assist in the development and implementation of USA Climbing’s Diversity and Inclusion goals
• Develop and implement onboarding materials for staff, Board of Directors, committees, etc.
• Maintain USA Climbing Term Tracker working closely with the Nominating and Governance Committee and where necessary conduct elections for vacancies.
• Oversee the development and implementation of employee performance standards and evaluations
• Assist the CEO in the management of all Board materials including minutes, etc.
• Assist the CEO in selection and oversight of insurance for the organization
• Other duties as assigned

USA Climbing Foundation
• Manage day to day accounting functions including financial statements as necessary
• Manage annual external audit, serving as the primary liaison to the auditors, while working closely with the USA Climbing Audit Committee to ensure any necessary reconciliations are achieved and finalizing necessary documents for the IRS and public dissemination of required forms (990)
• Prepare and send all necessary tax letters for donors
• Ensure finalization of nonprofit status for the Foundation
• Initiate and maintain maintain charitable giving status in all states where it is required
• Serve as USA Climbing liaison to various US Olympic and Paralympic Committee and other US National Governing Bodies workgroups, etc.
• Other duties as assigned

Qualifications
• Bachelor’s degree or higher in Accounting, Finance, or closely related field
• Minimum of six (6) years of corporate accounting experience, including (2) two at the Controller level or higher
• CPA certification preferred
• Not-for-profit accounting experience including accrual-based accounting principles preferred
• Other professional certifications and/or advanced degree a plus

Skills
• Passion for sport, diversity, environmental stewardship, and the Olympic Games
• Considerable knowledge of the principles, practices and procedures of accounting, general ledger, auditing and budgeting.
• Considerable knowledge of generally accepted accounting principles (GAAP)
• Knowledge of investment processes and accounting
• Considerable knowledge of computer fundamentals and business software, including accounting, database, spreadsheet and word processing software
• Ability to prepare narrative and statistical reports, financial statements and other reports
• Ability to recognize, research and resolve complex accounting and reporting issues
• Self-motivated with a positive and professional approach to management
• Strong interpersonal skills, with the ability to earn the confidence of various stakeholders
• Excellent written and verbal communication skills

Compensation / Other
• Salary commensurate with experience
• Vacation / Paid Time Off included
• Position is located in Salt Lake City, Utah
• USAC benefits package (Health, Vision, Dental, Retirement)
• Position involves travel and some evening and weekend work during events

All resumes & cover letters can be submitted to Marc Norman at marc@usaclimbing.org.

USA Climbing supports diversity, equity, and inclusion in all its forms and strives to incorporate DEI into all it does.