Job Title: Controller
Employer: USA Rugby
Job Status: Full-time, Exempt / Contract to Hire
Reports to: Chief Executive Officer

USA Rugby Mission:
Founded in 1975, USA Rugby is the national governing body for the sport of rugby in America, and a Full Sport Member of the United States Olympic & Paralympic Committee (USOPC) and World Rugby. Headquartered in Lafayette, CO and a training center in California, USA Rugby is charged with developing the sport on all levels. With over 115,000 active members, USA Rugby oversees four national teams, multiple collegiate and high school All-American sides and an emerging Olympic development pathway for elite athletes.

USAR Character:
• Transparency
• Accountability
• Passion
• Leadership
• Inclusivity
• Integrity

Job Purpose:
The Controller has the responsibility for maximizing the return on financial assets by monitoring and administering financial policies, procedures, controls and maintenance of the accounting and reporting systems. The Controller manages the Finance team and oversees the treasury, general accounting and accounts receivable/payables functions. The Controller is expected to manage towards efficient and value-add processes and interact effectively with all levels of the organization. The Controller will provide Financial leadership and guidance to the organization as well as provide timely information for the Executive Management Team to make accurate and effective decisions.

Essential Job Functions:
• Provide direct supervision and support for the Accounting/Finance Team
• Establish, guide, monitor and support efficient Financial processes and procedures
• Prepare and present timely and accurate monthly financial statements and variance analyses
• Accurately assess and manage the treasury functions of cash transactions and forecasting
• Oversees timely and accurate management of working capital (A/R, A/P and cash flow)
• Provide ongoing financial projections by coordinating budget/forecast preparation
• Review and approve monthly account reconciliations and journal entries
• Analyze and advise on the financial results to department heads and the Executive Team
• Ensures compliance with federal, state and local legal requirements by researching existing and new regulations and assisting in the preparation of the annual IRS990
• Plan and assist in financial audits as required, including annual financial audits and grant/contract audits.
Desired Outcomes:
- Provide leadership and guidance to support the financial reporting and analysis of USA Rugby and its respective subsidiaries
- Timely delivery of accurate financial information to all stakeholders
- Ongoing process improvements for delivering accurate and timely financial information to be used for making sound management decisions
- An ethical approach to Accounting standards and processes

Supervisory Responsibilities:
- Accounting Manager
- Staff Accountant

Required Knowledge, Skills & Abilities:
- Excellent written and verbal communication skills
- Comprehensive knowledge of accounting principles
- System proficiency in QuickBooks and Microsoft Office
- Able to work in a fast-paced environment
- Able to manage multiple priorities
- Familiarity with managing the financial close, reporting and auditing

Required Education & Experience
- Bachelor’s degree in accounting, finance or related field
- 5+ years of accounting experience
- 3+ years of experience in a management and/or supervisory role of an accounting department/team

Preferred Qualifications:
- Master’s degree in finance and/or accounting
- Experience in nonprofit organizations
- Experience accounting for and consolidating multiple entities
- CPA/CMA certificate a plus

Please email Resumes and Cover letters to Charlotte Garbisch at cgarbisch@usa.rugby for consideration.