



Director, Finance and Compliance
Position Description & Advertisement
Location: Colorado Springs or Remote

About USA Weightlifting

USA Weightlifting is the National Governing Body (NGB) for the Olympic sport of Weightlifting. The mission of the organization is to enable US athletes to achieve sustained competitive excellence in Olympic Competition and grow the sport of Weightlifting in the United States.

Position Overview

The position is responsible for managing an effective Finance department for USA Weightlifting to include: responsibility for the day-to-day financial reporting and budgeting including Accounts Payable, Accounts Receivable with a significant focus on transactional activity related to coaching courses; long-term financial planning including the yearly and quad budgets and investment strategy; risk management and compliance. The position collaborate with other divisions and constituent groups to ensure best practices business operations.

The position reports to the Chief Executive Officer (CEO) and will involve frequent interaction with other staff members (particularly budget holders), members of the USA Weightlifting community particularly suppliers, vendors and coaching instructors.

The area is currently supported by an external contract CPA and a part-time contractor.

Primary Duties

- Perform and supervise all related accounting and business functions in accordance with generally accepted accounting principles and non-profit accounting standards.
 - To include but not limited to: Accounts Payable/Accounts Receivable, Payroll, and Invoicing.
 - Recording transactions within accounting software
 - Ensuring and enforcing financial rules.
 - Paying and ensuring accuracy of Athlete stipends
 - Ensuring appropriate tax reporting, including quarterly sales tax returns.
 - Managing W9 forms and compliance with all USA Weightlifting vendors and contractors
 - Reconciliation of Expense reports and Credit Card reports.
 - Monitoring of USA Weightlifting Bank Accounts
 - Liaison with USA Weightlifting Local Weightlifting Committees and their treasurers.
 - Administration of the 1099 form process (approximately 400 annually)

- Responsible for directing the daily financial and business services of the organization to include budget variance analysis, liquidity analysis, bookkeeping and compliance activities.
- Maintain and review internal financial policies and procedures.
- Analyze and present financial data in an accurate and timely manner; clearly communicate monthly and annual financial statements and forecasts. Prepare monthly finance reports for the Board of Directors, working closely with budget holders to ensure accuracy.
- Oversee and lead annual budgeting and planning process in conjunction with the CEO and Board of Directors; administer and review all financial plans and budgets and monitor progress and changes.
- Participate with the operational team with respect to developing new income products and areas, in particular the financial impact of each program.
- Lead the annual audit process and, liaise with external auditors and the audit committee.
- Oversee investment portfolio as well as development and maintenance of reserve funds, in collaboration with appropriate Committees of USA Weightlifting
- In close collaboration with the Membership department and CEO, significantly contribute the organization's compliance programs including the United States Olympic and Paralympic audit and certification process.
- Responsible for risk management and insurance programs, including the maintenance of a risk register.
- Responsible for the administration of HR and benefit plans.
- Supervise finance contractors as necessary.
- Review best practices for the Finance area operation.
- All other duties as assigned.

About the Person - Education and Qualification Requirements

- MBA and/or CPA qualification preferred.
- At least 4-6 years of overall professional experience to include broad financial operations and compliance experience.
- An unrelenting dedication to a service first approach, both internally and externally.
- An unreserved willingness to contribute actively towards USA Weightlifting's mission, with particular attention to the areas of Diversity & Inclusion, SafeSport/Athlete Safety and Anti-Doping
- Ideal experience to include responsibility for the quality and content of all financial data, reporting and audit coordination and general knowledge or previous oversight of human resources, insurance and risk management
- Experience managing relationships with software vendors preferred; knowledge of accounting and reporting software.
- Ability to translate financial concepts and collaborate with colleagues who may not have finance backgrounds.
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Ability to work in a fast-paced environment, in a forward-thinking innovative culture.
- Experience with Quikbooks accounting software preferred.
- Experience with the Stripe payment system preferred.

Application Process

Review of resume and applications will begin immediately and deadline for all applicants is November 20, 2020 (USA Weightlifting reserves the right to extend the deadline to facilitate a more expansive candidate pool).

Resume, Cover Letter and Applications should be sent to usaw@usaweightlifting.org

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.