

### Director of Finance

The Director of Finance reports to the Commissioner with responsibility for financial accounting, budgeting and other business/office management responsibilities.

#### Specific Responsibilities:

- Lead and coordinate the creation of the annual budget.
- Purchase Orders – Review, process and monitor the status.
- Accounts Payable - Collect, manage, reconcile, and pay invoices.
- Accounts Receivable – Prepare invoices, track collections and reconciliation.
- General Ledger entries, end of month reconciliations.
- Collect checks and deliver deposits to bank.
- Oversee the credit card management system for Conference employees including reconciliation.
- Manage contracts with third parties and oversee renewal and negotiation as needed.
- Develop monthly and annual financial statements, including cost analysis of goods and services.
- Develop and maintain financial reporting calendar.
- Work with audit firm to manage annual/bi-annual audit and ensure timely filing of tax returns and other pertinent documents.
- Manage records retention in accordance with document retention and destruction policy.
- Communicate with member athletic institutional contacts regarding NCAA year-end reporting, Atlantic 10 financial survey process, basketball officials process, championship reimbursements.
- Coordinate the review of hotel/venue contracts and selection hotels for championship needs.

#### Management

- Attend and participate in staff meetings, work groups, committees and committee meetings as required.
- Develop monthly Finance Committee documents.
- Provide support to all staff to guide and ensure that they are knowledgeable and comfortable operating within budget guidelines and financial policies throughout the Conference.
- Advise Commissioner and senior management team members concerning financial matters.
- Coordinate the orientation and training for new staff on all financial related functions.
- Oversee and manage office supplies, environment, and shipping efficiencies.
- Other duties as assigned.

#### Requirements:

Bachelor's degree in accounting or related field with an emphasis on business or financial management required. MBA/CPA or related degree, CPA license preferred. Five years plus experience in non-profit and/or higher education and accounting. Experience with Division I athletics, NCAA preferred and/or non-profit organization. Proficient with Quick Books, Microsoft Office Suite, experience with Zoom platform. In addition, Formstack, Adobe DE preferred.

**Salary:** Commensurate with experience

#### Application Procedure:

Interested and qualified applicants should submit a cover letter, resume, and list of three references. Applications must be submitted electronically to [employment@atlantic10.org](mailto:employment@atlantic10.org) with **FINANCE** noted in the subject line. Deadline for submission is April 28, 2023. Applicants will only be contacted if finalist for position. No phone calls please. The Atlantic 10 Conference is an equal opportunity employer.