



# COLORADO HIGH SCHOOL ACTIVITIES ASSOCIATION

**POSITION: Finance Director**

## APPLICATION

Please send a cover letter with preferred salary range, resume, and 3 references with mobile phone numbers (no letters). Send to [clenz@chsaa.org](mailto:clenz@chsaa.org) with the job title in the subject line. The **application deadline is January 12th**. Position start date is as soon as possible.

## BENEFITS

This is a full-time salaried position with 40+ hours per week with remote flexibility. Occasional evenings and weekend duties. Health, dental, and vision insurance included, as well as PERA retirement benefits. 24 days PTO, sick days, holidays, modified work schedule, and remote work options. Salary range is \$75,000 to \$84,000. This is an exempt position.

The Colorado High School Activities **Association is an equal opportunity** employer.

## GENERAL DESCRIPTION

The CHSAA is seeking a Finance Director to manage the finances for the association. This position is responsible for the day-to-day management of the accounting and finances of the organization, as well as implementing financial systems and controls that support the membership and the Association. The Finance Director will be responsible for all areas of the finances, from invoicing and deposits, to preparing budget reports, managing the audit, and tackling any other related tasks, with growth potential for the department as duties evolve.

Applicant must possess personable traits that are adaptive, customer oriented and team centered in a fast-paced work environment juggling the priorities of the finance department. Position will have a support employee for minimal data entry.

## RESPONSIBILITIES

### PRIMARY RESPONSIBILITIES:

- Manage all accounts payable, including paying invoices.
- Manage all accounts receivable, including invoicing customers, managing delinquent payments, and depositing checks.
- Correspond with member schools about invoices and payments.
- Prepare monthly financials and sports and activity financials.
- Oversee cash management through bank accounts and investments, including monthly bank reconciliations.
- Input monthly payroll and stay on top of payroll compliance.
- Assist with developing and monitoring budgets. Work closely with Commissioner to create monthly and annual reports for the board of directors and membership.
- Coordinate and complete the annual audit.
- Uphold and implement internal controls.

## RESPONSIBILITIES CONTINUED

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### ADDITIONAL RESPONSIBILITIES:

- Manage ticketing, including pricing, digital ticketing with vendor, setting up ticket links, and reporting on ticket sales.
- Manage tournament playoff and financial reporting and correspondence with schools.
- Employee onboarding, management of PTO and sick days for employees, payroll, employee benefits, etc.
- Oversee association insurance policies and distribution of COI's.
- Assist with association's auto management.
- Credit card expense and tracking management.
- Ensure that all financial operations comply with state and federal laws.
- Assist in tax preparation for CHSAA and The Foundation by preparing tax assistance documents for accounting firm.

## SKILLS

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- Demonstrate a high degree of integrity, trust, and accountability, and exhibit sound judgment.
- Ability to organize, prioritize, and multi-task with effective time management skills.
- Strong communication skills and customer service skills.
- Good analytical skills and experience with Microsoft Excel.
- Strong interpersonal skills within all levels of the Association, as well as the public.
- Take initiative, be self-directed and self-motivated, and work independently.
- Demonstrate attention to detail. Produce quality, accurate, timely, and reliable work.

## QUALIFICATIONS

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- Proficient in QuickBooks.
- Proficient in Microsoft Office Suite, specifically advanced knowledge in Excel.
- Bachelor's Degree in Accounting, Finance, or Business Administration with an emphasis in accounting or finance.
- 5 years' experience in accounting, financial analysis, and budgeting.
- Experience and specialization in non-profit and/or education financial accounting preferred, as well as knowledge of event management.
- Experience managing the accounting and finances of another organization
- Interest in sports and activities is a plus that will make the job more enjoyable.

## ASSOCIATION INFORMATION

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The mission of the Colorado High School Activities Association (CHSAA) is to serve its membership through the advancement of, and the student's participation in, interscholastic activities, which are an integral component and a complement to the educational goals of its member schools.

The CHSAA strives to create a positive and equitable environment in which all qualified student participants are challenged and inspired to meet their highest potential. The CHSAA is a voluntary association of 363 member schools. Colorado's participation rate is one of the highest in the country for students.