



Associate Commissioner / Chief Financial Officer

The West Coast Conference was formed in 1952 and has evolved and grown to become a nationally recognized and competitive force in Division I Intercollegiate athletics with 16 conference-sponsored sports. The WCC is characterized by the stability of its membership and its unique emphasis on combining excellence in athletics with excellence in academics.

Role Summary

Reporting to the Commissioner, the Associate Commissioner and CFO (title negotiable dependent upon skills and experience) will serve the conference and its nine member institutions to oversee and lead WCC's financial strategy and planning, ensuring alignment with its strategic plan to provide athletics programs that operate with integrity, value all voices, and offer unparalleled student-athlete experiences.

The CFO will guide, coordinate, and facilitate all financial activities and business affairs for the conference, including management of the Conference's annual operating budget, revenue forecasting, accounting, auditing, and reporting.

In addition to financial oversight, this position may act as a Sport Administrator to oversee, manage, and control the sport administration for an assigned sport.

Utilizing this member-centered approach is consistent with the WCC's mission to enhance the holistic development of student-athletes by fostering an environment of athletics and academic excellence consistent with that of a premier, nationally prominent NCAA Division I athletics conference; and to create inclusive and equitable opportunities that reflect West Coast Conference members' respective missions and values.

Duties and Responsibilities

Business Operations

- Serve in all financial and accounting disciplines as Chief Financial Officer.
- Responsible for WCC's financial planning, and analyzing WCC's financial data, aligning to the strategic plan and providing financial guidance on sustainable ways to grow, contain costs, and fund the Conference.
- Responsible for preparation and presentation of financial reporting for the Executive Council and Presidents' Council.
- Lead the daily accounting, preparation and management of the annual budget and financial strategy for the Conference, ensuring support and alignment to the WCC's strategic plan.
- Oversee business and finance operations for the office, developing and maintaining appropriate financial controls and processes.
- Oversee financial accounting for WCC championships.

- Manage all accounting procedures including accounts receivable and accounts payable, creating, processing, receiving, and verifying invoices, receiving, processing, and recording payments, ensuring collectibles, and performing reconciliation.
- Manage financial transactions, including payroll and taxes, credit card reconciliation, employee expense reports, month-end closing, maintaining depreciation and fixed assets schedules.
- Manage employee benefits including health insurance, FSA, 401k, and paid time off accruals and tracking.
- Oversee all aspects of WCC HR practices and policies, including hiring, firing, benefits, and performance evaluations.
- Oversight and management of onboarding, orientations, and exits.
- Maintain employee handbook.
- Manage employee benefits.
- Oversee the coordination and preparation of all materials for annual external financial audit. Serve as liaison for annual financial audit.
- Oversight and management of all conference insurance, including D&O, general liability, and excess liability.
- Oversee the management, review and execution of state and federal tax filings, tax returns, and reporting.
- Oversight of conference contracts.
- Assist outside counsel with employment and other contracts.
- Manage and oversee Accounting Manager role.
- Actively participate in membership relationships and outreach.
- Regular travel and visibility on member campuses.
- Ensure annual calendaring and meeting of deadlines for all business and financial operations.

Sports Administration

- Oversee Conference officiating payment platform.
- Assist with managing Conference officiating programs. Including but not limited to issue management, background checks, contracts, payment review, and support for officiating software and payments.
- Collaborate with Associate Commissioner to ensure processing of appropriate paperwork, tax documentation, and payments for all officials.

Governance

- Serve as primary liaison to Audit Committee, Finance Cabinet, and Investment Committee.
- Serve as primary liaison to the Faculty Athletics Representatives administrative Group.
- Serve as primary liaison to the Business Managers Group.
- Provide support to the WCC governance structure, as assigned (e.g., Executive Council, athletics directors).

Compliance

- Ensure conference operations in area of responsibility comply with NCAA and WCC policies.
- Ensure all fiscal matters comply with federal, state, and Generally Accepted Accounting Practices relevant to a 501(c)(3) organization.

Student Athlete

- Ensure Student-Athlete Experience and Well-Being is a priority in all Conference initiatives.

Sports Administrator (Sport administration is preferred, but not mandatory depending on candidate's skills and experience)

- Oversee, manage, and control sport administration for assigned sport.
- Staff liaison responsibilities for the head coaches' group.
- Monitor and communicates national and Conference issues.
- Assist with the creation, review, and management of scheduling.
- Serve as primary contact to coordinator of officials in assigned sport. Assist with managing Conference officiating programs. Including but not limited to issue management, background checks, contracts, assignment review, and support for officiating software and payments.
- Monitor and enforce NCAA and WCC sport specific policies.
- Support Championships and Sports Administration Cabinet and other Conference governance groups.

General Knowledge

- Demonstrated record of strong financial management.
- Demonstrated ability to exercise sound judgment to handle internal and external confidential matters and materials with discretion, and to analyze situations and systems, identify problems and implement solutions.
- Able to demonstrate professional competency by establishing and meeting aggressive deadlines, balancing multiple and increasing complex projects, and providing daily direct supervision to staff, in a timely and high-quality fashion.
- Excellent knowledge of Division I Intercollegiate athletic, the WCC and its institutions' programs and/or higher education.
- Expert knowledge of management principles involved in strategic planning, resource allocation, leadership, operation, and coordination of people of resources.
- Excellent analytical, decision-making, organizational, and project management of tactical and strategic initiatives.
- Able to construct and manage budget with signature authority and accountability of departmental budget.
- Excellent working knowledge and skills in the following functions/competencies:
 - Financial acumen
 - Financial management
 - Developing standards or methods
 - Process involvement
- Able to lead and facilitate group meetings.
- Able to build trusting relationships with all departments and stakeholders (internal and external).
- Demonstrate understanding of the West Coast Conference's core values of collaboration, inclusion, innovation, integrity, personal growth, and performance.
- Effective and professional communication, both orally and in writing.
- Demonstrated high-level proficiency in Microsoft programs (e.g., Outlook, Word, Excel, PowerPoint, Adobe Suite programs) and other relevant software required.

Staff Management

- Manages staff (direct and indirect) and projects.
- Build teams and fosters teamwork.
- Identifies critical issues, selects, and organizes teams to problem solve and execute agreed upon resolution.
- Provide guidance and leadership to the Conference staff for assigned roles at special events and promotional efforts.
- Selects, develops, and evaluates staff ensuring efficient operation of the function.
- Manages career paths by coaching and mentoring direct and indirect reports. Holds staff accountable for their work by setting expectations, achieving commitments, providing feedback, and evaluating effectiveness.
- Provides technical leadership within the Conference.
- Collaborates with peers and reports on talent/performance management.
- Develops best practices and champions them within the organization.
- Builds strong internal peer network.

Position Scope

- Directs and controls the activities of one or more functional areas through subordinate staff who have overall responsibility for the successful operation of those assigned areas.
- Develops organizational policies. Provides strategy and direction for finance and accounting.
- Possesses detailed knowledge of the Conference allowing for promotion of innovative concepts and innovative ideas.
- Requires in-depth knowledge of functional area, business strategies and the company's goals.
- Interacts internally and externally with senior level management, requiring negotiation of extremely critical matters. Influences policymaking.
- Recognized as an influential leader.

Education and Experience

- Bachelor's degree required. Master's or advanced/professional degree(s) preferred.
- Minimum of 18 years' experience in financial management or related field.
- Significant leadership experience required.
- Experience in intercollegiate athletics and/or at a non-profit organization is preferred.
- Demonstrated record of strong financial management required.

Supervision

Manage, supervise, and develops direct reports and independent contractors.

Travel requirements

10 – 20% of travel

Work Location

Virtual Office with preference to those in the Pacific Time zone.

Salary

\$100,000 - \$150,000, 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 jobs@westcoast.org with CFO noted in the subject line. Deadline for submission is April 28, 2023. Applicants will only be contacted if finalist for position. The West Coast Conference is an equal opportunity employer.