



## **Director of Finance**

Reports to: Executive Director

Committee Member: Finance Committee

The Director of Finance will play a vital role in the business operations of the Aspen Valley Ski & Snowboard Club, including finance, accounting, and human resources. S/he is responsible for the general ledger and accounting of the club's finances working with AVSC's Executive Director, leadership team, and Board of Directors. S/he will join a team constantly striving to improve the experience of our athletes, staff and parents. The ideal candidate embraces working with athletes and coaches in a supportive and collaborative non-profit environment, assisting AVSC's program staff to make a lasting and meaningful impact on each athlete. S/he will be responsible for management and oversight of Staff Accountant. The position reports to the Executive Director and will work closely with the Board of Directors and Finance Committee.

Ideal candidate will have non-profit experience.

## **Essential Duties and Responsibilities**

### **Finance & Accounting**

- Collaborate with the Executive Director, leadership team, and Board of Directors to develop and monitor all aspects of a \$5-6 million operating budget in addition to endowment and cash reserve investments;
- Develop and oversee financial policies, procedures, and internal controls to safeguard assets, protect confidential information, and ensure accurate financial reporting;
- Oversee program fee billing and collection, accounts payable, financial aid, contracting, payroll, accounting and reporting, regulatory reporting and compliance;
- Administer the annual budget and multi-year forecasting process to align with the Club's goals and mission;
- Prepare and present weekly operating reports and monthly financial statements for Executive Director;
- Provide a monthly report of expenditures for use of each individual budget center within the organization;
- Establish a plan and schedule for the preparation of the annual budget that will permit the setting of the succeeding year's program fees at a Board meeting in May;
- Provide relevant financial data and reports to the Executive Director, Development Director, Program Directors, Finance Committee and the Board of Directors;
- Create, publish, and update Accounting and Tax Compliance Policies and Procedures manual as needed;
- Collaborate with Coaches and Staff Accountant on invoicing: ensure accurate and timely invoicing and oversee communication with parents on all billings
- Control cash flow through the organization and maintain the integrity of funds, securities, and other financial instruments;
- Work collaboratively and meet regularly with the Development Office to ensure accurate financial data reporting, best practices and fiscal accountability policies and current tax laws;



- Participate in the development of overall club strategy and capital projects, providing recommendations, financial analysis, projections, and other data to inform the process;
- Collaborate with and assist the Executive Director and the Board of Directors in meeting fiduciary responsibilities;
- Work with Executive Director to review financial aid applications and awards in coordination with the overall budget and goals;
- Approve payroll;
- Prepare financial statements in accordance with GAAP and FASB rules;
- Coordinate the annual audit preparing and reviewing schedules as necessary for auditors and actuaries;
- Prepare annual Forms 990, 5500 and ensure tax compliance; and
- Support the Finance Committee of the Board of Directors as necessary.

#### Other

- Assist Development Team in supporting club events as needed;

#### Qualification Requirements

- Minimum of a BA or BS
- MS, MBA, CPA or relevant degrees/certification
- Strong finance and operation experience with 10+ years' experience, preferably in a non-profit setting
- Knowledge of investment strategies and techniques; demonstrated record of generating positive return on organizational investments
- Strong problem-solving and communication skills, with the ability to establish trust
- Exceptional written, oral, interpersonal and presentation skills with various stakeholders
- Ability to think ahead and plan over a five-year time span
- Strong technology skills
- Demonstrated leadership qualities – organizing people and processes
- Consistently exercises discretion and good judgment
- High ethical standards

Please email cover letter and resume to: [application@teamavsc.org](mailto:application@teamavsc.org) with **Director of Finance** in the subject line.