USA Basketball
Assistant Director, Finance and Administration

USA Basketball, the national governing body in the United States for the sport of basketball, is seeking applicants for an Assistant Director in its Finance and Administration department. Located in Colorado Springs, Colorado, USA Basketball consists of approximately 30 full-time employees. Candidates should be highly motivated, well organized and analytical with the ability to undertake responsibilities in a variety of areas.

Responsibilities: The Assistant Director, reporting to the CFO, will need to have first-hand knowledge of the use of accounting software programs and complete understanding of the organization’s operations to be able to develop reporting that is timely and meaningful for each of the organization’s various basketball programs. The position will assist the CFO and serve the department with responsibilities including, but not limited to, the following:

- Assist in preparation of accurate and timely financial reports
- Reconcile financial activity with comparisons against approved budgets on a regular basis with analysis of any variance from expectations
- Assist with tracking and processing of all expense reports to help ensure processing is completed in a timely manner
- Prepare grant reports based on financial activity for related programs
- Monitoring of cash flow with projections for financial needs reported to the CFO
- Tracking and reconciliation of all sponsorship agreements with related payments
- Assist with tracking insurance policies, including the billing and claims
- Help assess and optimize financial systems while identifying and implementing improved technology solutions where appropriate
- Assist with financial reconciliations for USA Basketball Foundation
- Other duties as assigned.

Desired Qualifications:

- Bachelor’s degree in Finance or Accounting
- Minimum of 3-5 years performing accounting duties at a Sr. Accountant level with exposure to other financial departmental responsibilities including risk management, maintenance of employee benefit plans and other administrative areas preferred
- Proficient with Microsoft Office with advanced Excel and financial modeling skills
- Non-Profit experience as well as experience dealing with tax exemptions
- Strong writing and communication skills
- Ability to work within a fast-paced environment as part of a team, including effective coordination with members of other departments.

Compensation:

- Full-time exempt position located at National Headquarters in Colorado Springs, Colorado.
- Compensation commensurate with qualifications.
- Comprehensive benefits package including health, dental, life, STD and LTD insurance as well as PTO and pension plan.
Application Procedure:
Apply by email to hr@usabasketball.com with “Assistant Director, Finance and Administration” in the subject line. Please attach your resume, cover letter, professional references and salary history. USA Basketball is an Equal Opportunity Employer.
No phone calls please.

Application Deadline:
The application deadline is February 21, 2020.

Background Screen & SafeSport:
Selected candidate must successfully pass a USA Basketball background screen and complete SafeSport training.