



**National Sports Center for the Disabled**  
Therapeutic Sports and Recreation – All ages, all disabilities

<b>Job Title:</b>	<b>Finance Director</b>
<b>Location:</b>	Sports Authority Field at Mile High, Denver, CO and some required business in Winter Park, CO
<b>Department:</b>	Administration
<b>Reports to:</b>	President/CEO
<b>Supervises:</b>	Accounting Specialist and HR Manager
<b>FLSA Status:</b>	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt

**About the NSCD:**

The National Sports Center for the Disabled (NSCD) *enables the human spirit through therapeutic recreation and sport*. Each year more than 3,100 children and adults with disabilities participate in our programs to improve the quality of their lives. With specially trained staff, a custom adaptive equipment lab and over 1,200 volunteers, the NSCD provides therapeutic recreation through a variety of winter and summer sports and activities to individuals with almost any physical, cognitive, emotional and/or behavioral diagnosis. Year-round programming is based out of Winter Park Resort and Sports Authority Field at Mile High.

**Position Overview:**

Under the supervision of the President/CEO, the Finance Director will be responsible for the long term financial health of NSCD. In addition, s/he will partner with the Leadership Team, the Finance Committee and the Board of Trustees to develop and implement financial strategies across the organization and ensure accurate and timely accounting and financial compliance and reporting for NSCD. S/he must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace with both attention to detail and global picture of the organization.

**Duties and Responsibilities:**

**Finance**

- Generate detailed, accurate and timely financial reports; present reports to the President/CEO, Finance Committee and Board of Trustees.
- Responsible for all financial reporting requirements as recommended and required by GAAP, the FASB, nonprofit best practice, IRS, Colorado Secretary of State and other related and governmental agencies.
- In conjunction with the President/CEO, establish a plan and facilitate the preparation of the annual budget for approval by Board of Trustees; Work with all departments of the agency to help Directors effectively develop and manage department budgets.
- Prepare, review and analyze monthly reports of revenue and expenditures compared to budgeted targets in partnership with Directors.

- Perform miscellaneous financial analyses and reporting, as requested by the President/CEO to include, but not limited to, long-range financial forecasting, cost recovery analysis, profitability studies, year to date and year-end analysis, and capital expenditures reviews.
- Participate with the President/CEO and Director of Development in the development of business plans, budgets and project budgets for grant and sponsorship applications, as needed.
- Oversee financial and administrative compliance and reporting for government contracts and private grants
- Coordinate year-end audit with the external auditors and internal staff, including the preparation of audit lead schedules, work papers, financial statements and footnotes.
- Assist auditors in preparation of IRS Form 990 and Annual Report.
- Act as fiduciary for NSCD retirement plan.
- Represent NSCD to financial partners, including financial institutions, investors, foundation executives, auditors, public officials, etc.

### **Accounting**

- Establish and maintain the organization's system of accounts and assure integrity of books and records for all transactions.
- Oversee reconciliation of bank statements, associated accounts, balance sheet, and maintain internal accounts.
- Oversee all accounting transactions including accounts receivable, accounts payable, cash receipts, general ledger, fixed assets processing, in kind donations and payroll administration.
- Oversee cash flow planning to ensure availability of funds as needed.
- Develop, maintain, monitor and enforce accounting policies and procedures and internal controls in accordance with GAAP and provide trainings as needed.
- Maintain adequate separation of duties within the accounting functions.
- Oversee contract execution and compliance including audit services, financial services and contract services.
- Function as the system administrator for the accounting and budgeting software.

### **Administration**

- Serve on the Leadership Team as an active and contributing member supporting the organization's mission, vision, values, strategic goals and objectives; formulating policies; guiding and leading the change process; and evaluating organizational effectiveness as an organizational leader.
- Participate in Leadership Team meetings in order to coordinate program activities with other departments, assist with overall agency goals, and be mindful of the agency's mission and vision.
- Ensure that the CEO and Board are kept fully informed on the financial condition of the organization and all important factors influencing it in a timely manner.
- Remain up to date on nonprofit best practices and state/federal law and regulations regarding nonprofit financial and administrative operations.
- Support and coordinate work of the Board of Trustees.

### **Supervision**

- Effectively supervise and manage direct reports and provide, by example and leadership, motivation and direction to employees of the organization.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable state and federal employment laws.

- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; recognizing and rewarding employees; corrective disciplinary procedures and practices under direction of the President/CEO, addressing complaints and resolving problems.
- Conduct annual employee performance reviews in a timely and effective manner. Evaluate performance of employees for compliance with established policies and objectives of the organization and contributions in attaining objectives.
- Set the tone of the department to ensure morale, team work, and that the positive employment culture of the organization is maintained.
- Regularly schedule leadership/management, department, and staff 1:1 meetings to provide leadership, development, and a forum for communication to ensure coordination and collaboration in meeting organization and individual goals.

### **Professional Performance**

- Adhere to all Personnel Policies and Procedures for the Agency.
- Maintain professional standards of performance, demeanor, and appearance at all times; act as a “role model” both at and away from the Agency.
- Maintain a creative, team-building approach to job performance and seek to bring a constructive, problem solving orientation to all tasks.
- Performs all tasks and responsibilities with attention to detail and in a complete and timely manner, complying with agency policies and standards and conforming to the scheduling requirements of the job and program.
- Maintain an awareness of the agency’s mission and work to promote the positive individual and social change goals it embodies.
- Exercise discretion and professional judgment at all times keeping with the responsibilities carried personally and by the agency for the care and welfare of the clients; act with honesty and integrity in all aspects of Agency business.
- Actively strive to upgrade professional skills through engaging in appropriate professional training and experience.
- Actively strive to create and maintain a culturally sensitive and appropriate environment through communication and interaction that demonstrates respect for diversity, socio-economic and cultural differences.

**Other duties may be assigned**

### **Qualifications:**

- Minimum of five years’ experience in public or nonprofit finance as a Controller, Accounting Manager or other top level finance position including financial analysis, staff supervision, strategic planning, budgeting, audits and problem solving.
- Bachelor’s Degree in Business Administration, Finance, Accounting, or a closely related field.
- Must be a hands-on accountant with spreadsheet and accounting software experience.
- Exceptional working knowledge of Generally Accepted Accounting Principles (GAAP basis accounting and budget based accounting).
- Experience working with Boards of Trustees as trusted partners.
- Ability to handle multiple tasks and to assess and change priorities based upon agency needs.
- Must be computer proficient and possess experience of Microsoft Office Suite & Financial Edge and Raisers Edge (or similar database software).
- Strategic thinker who communicates professionally and effectively with diverse staff, volunteers, donors, prospects, and community stakeholders.

- Ability to work with a high degree of autonomy, initiative and exercise personal judgment in a fast-paced environment with a strong sense of humor and integrity.
- Superior skills to organize, plan, and execute the full scope of required job duties.
- Ability to implement agency vision, mission, values and strategic plan.
- Candidates must meet background check criteria regarding clearance to drive NSCD vehicles.

**Work Schedule:**

This is a full time, year round position. The typical work schedule is Monday – Friday 8:00 am – 5:00 pm. This position may require some weekends and/or evenings to support the needs of the agency.

**Salary:** A competitive compensation and benefits package is available

**Physical Requirements:**

- Dexterity, auditory and visual acuity to operate computers and phones or mobile devices.
- Auditory and visual acuity to interact with guests, sponsors, donors and clients on a daily basis.
- Able to work for long periods of time without break during the conduct of presentations, meetings and events.
- Able to lift 25 lbs. with minimal assistance.
- Able to work outside year round in varying conditions.
- Able to successfully manage multiple, high priority tasks in a fast-paced environment.
- Must meet background check criteria regarding clearance to drive the NSCD vehicles.

**ACKNOWLEDGEMENT:**

This job description is intended to describe the general nature and level of work performed. It is not intended to be a complete list of all responsibilities, duties and skills required of employees performing this job. Furthermore, this job description does not establish a contract of employment. NSCD may change job descriptions at any time, with or without notice as service needs require.

I have read and understand this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Equal Employment Opportunity (EEO) Policy**

NSCD is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, creed, religion, national origin, disability, sexual orientation, ancestry, citizenship, veteran status, genetic information, or any other applicable status protected by state or local law.

NSCD will consider providing reasonable workplace accommodations if needed.