



Chief Financial Officer

USA Gymnastics is at a pivotal moment as the organization builds toward the LA 2028 Olympic Games and beyond. With a strong foundation in place, the next phase of growth requires a focused, disciplined strategy to support our world class athlete safety, competitive excellence, participation, and long-term sustainability goals.

The Opportunity

We are seeking a strategic and results-driven Chief Financial Officer (CFO) to lead our financial operation and guide our company's financial future. The ideal candidate will be a key member of the team to drive growth, manage risk, and provide actionable financial insight. Primary duties include all financial reporting functions of the organization, including internal and external financial reports, cash management, budget preparation and working with external auditors to prepare audited financial statements and tax returns. This position will lead USA Gymnastics efforts in the promotion of a safe, healthy training environment for all participants, and will promote compliance with and enforcement of applicable USA Gymnastics rules, policies, and safe sport provisions in the gymnastics community.

Key Responsibilities

- Develop and implement financial strategies that align with organization's strategic goals
- Prepare monthly and other periodic cash and accrual basis financial statements for internal and external purposes
- Supervise accounting staff
- Prepare annual workpapers and pro forma financial statements for external auditor review and audit
- Prepare annual tax workpapers and returns for review and filing by outside accountants
- Work with department heads and Chief Operating Officer to prepare annual budget for approval by the Finance Committee and Board of Directors
- Monitor budget variances with accounting staff, department heads and Chief Operating Officer and prepare quarterly reports for the Board of Directors
- Review all accounts payable activity, including review of vouchers and check signature
- Manage cash and bank relationships

- Review monthly GL postings and bank reconciliations
- Work with USAG staff and USOPC on quarterly and annual grant reporting and biweekly athlete support processing
- Review all grant reporting and utilization of funds, including USAGF and USOPC
- Review state and regional activity and sign all checks related to state and regional activity
- Oversee maintenance and reporting requirements associated with employee benefit programs and review programs with external providers
- Spearhead insurance policy provisions and renewals

General Duties and Responsibilities

- Demonstrate a clear understanding of USA Gymnastics' Mission and Vision
- Adhere to ethical business practices by striving to perform in a manner that conforms to the highest standards of ethical behavior, integrity and honesty
- Adhere to all Safe Sport regulations, by ensuring that all necessary preventive and protective measures are taken to maximize safety and security
- Create a positive, respectful, and collaborative work environment that prioritizes teamwork and embraces diversity
- Participate in the ongoing development of competencies, capabilities, technology and the resources needed to achieve high standards of efficiency and effectiveness
- Approach job duties and responsibilities with passion and a desire to meet highest standards
- Communicate information effectively both verbally and in writing

Manager and Supervisor Responsibilities

- Manage workflow and ensures that employees understand their duties and performance expectations
- Provide the information, materials and equipment needed to succeed
- Foster an inclusive and diverse workplace culture where all employees feel valued and included
- Maintain staff competency by training employees and developing personal growth opportunities
- Maintain safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations
- Document performance and provide recognition for progress and feedback for improvement.
- Provide annual performance evaluations, including future goals
- Communicate essential information to employees
- Complete other important administrative duties: approving time and expenses, report FMLA, etc.

Qualifications and Experience

- Accounting or Finance degree, advanced degree preferred
- CPA with a minimum of 10 years of experience
- Expert knowledge of QuickBooks
- Executive leadership experience with ability to communicate and present materials to board

Other Information

- Position is based in Indianapolis, Indiana
- Salary and benefits commensurate with experience

Physical Demands and Work Environment

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Regular use of standard office equipment such as computers, phones, photocopiers, scanners, filing cabinets, and fax machines
- Prolonged periods of sitting/standing at a desk working on a computer and looking at a computer screen
- Regular use of hands and fingers to operate a computer keyboard, mouse, and other office equipment
- Specific vision abilities required by this job include close vision and ability to adjust focus
- Ability to communicate effectively in person and by phone
- The noise level in the work environment is usually quiet to moderate
- Occasionally required to lift and/or move up to 10 pounds
- Occasional weekend and after-hours work required

To apply, send resume to: recruiting@usagym.org. Please include the job title in the subject line of your email.

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**USA Gymnastics is proud to be an Equal Employment Opportunity Employer.
Protection of athletes is a critical component for all positions at USA Gymnastics.**