



United States Biathlon Association

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www.usbiathlon.org

Job Description: Controller

Position Title: Controller

Organization: United States Biathlon Association (USBA)

Location: Midway, Utah

Employment Type: Part-Time

Reports To: President and CEO

About the United States Biathlon Association:

The United States Biathlon Association (USBA), is a non-profit organization, the recognized national governing body of the Olympic sport of biathlon, is seeking a controller. The USBA is dedicated to promoting and developing the sport of biathlon in the United States. Our mission is to support and inspire athletes, coaches, and fans, fostering excellence and sportsmanship in this unique and demanding winter sport that combines cross-country skiing and rifle marksmanship.

Position Overview:

The Controller is a key member of the USBA's leadership team, responsible for the financial management of the organization. This role involves overseeing the day-to-day accounting for the financial transactions, as well as developing, implementing, and ensuring compliance with financial policies and procedures consistent with generally accepted accounting principles ("GAAP"). The Controller is responsible for maintaining and continuously improving the system of financial controls, including general accounting, investment accounting, tax compliance and planning, budgeting, banking, payroll, and benefits. accounting activities, ensuring accurate financial reporting, compliance with relevant regulations, and providing strategic financial guidance to support the organization's goals and objectives.

Key Responsibilities:

1. Financial Management:

- Oversee all accounting operations, including Billing, A/R, A/P, GL, Cost Accounting, Inventory Accounting, and Revenue Recognition.
- Coordinate and direct the budget preparation and financial forecasts and report variances.
- Prepare and publish timely monthly financial statements.

2. Compliance and Risk Management:

- Ensure quality control over financial transactions and financial reporting.
- Manage and comply with local, state, and federal government reporting requirements and tax filings.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.

3. Audit and Taxation:

- Manage the annual audit process, liaising with external auditors to ensure timely and accurate completion.
- Prepare and submit all necessary tax documents and ensure compliance with tax regulations.

4. Financial Planning and Analysis:

- Provide strategic financial input and leadership on decision-making issues affecting the organization.
- Conduct financial analysis, reporting, and management activities to support executive decision-making.

5. Strategic Initiatives:

- Support the President and Board of Directors in strategic planning and execution.
- Identify and implement process improvements to enhance financial management and operational efficiency.

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field; CPA or CMA is preferred.
- Minimum of 3 years of accounting experience is preferred
- Non-profit accounting experience is highly desirable.
- Strong knowledge of accounting principles, practices, standards, laws, and regulations.
- Proficiency in accounting-related software packages and Microsoft Office Suite.
- Excellent organizational and leadership skills.
- Strong analytical and problem-solving abilities.
- Exceptional communication and interpersonal skills.

Position:

- Part-time initially, with the potential to become full-time and expand the responsibilities
- In-office, one day per week with an option for remote work

How to Apply:

Interested candidates should submit a resume and cover letter detailing their qualifications and interest in the position to careers@usbiathlon.org by June 28, 2024.

Compensation and Benefits: Salary is commensurate with education and experience, starting at \$35/hr.

USBA is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.