



## **Director of Finance, Compliance & Office Operations Job Description**

USA Judo is the national governing body for the sport of Judo recognized by the United States Olympic & Paralympic Committee (USOPC) and the International Judo Federation. Its main headquarters is in Colorado Springs, Colorado.

USA Judo is an equal-opportunity employer committed to increasing diversity and inclusion in the workplace. We do not discriminate on the basis of race, color, national origin, gender, age, religion, gender identity or expression, disability, sexual orientation, or any other protected characteristic as outlined by federal and state laws.

### **Summary**

The director of finance, compliance & office operations is responsible for effectively managing all aspects of the finance needs for USA Judo to include: all day-to-day financial operations including accounts payable/receivable with a significant focus on transactional activity. Short and long-term financial planning responsibilities, including yearly and quadrennial budgets tied to strategic plans. Also monitor investments in the US Olympic & Paralympic Endowment, oversight of human resources activities (payroll, 401k, benefits), compliance responsibilities related to USOPC and independent audits and basic office operations.

The position reports to the CEO and will involve frequent interaction with other staff members, the board of directors, vendors, athletes, coaches and members of the USA Judo community.

### **Primary Responsibilities:**

- Perform all accounting and finance activities for USA Judo in line with Generally Accepted Accounting Principles and non-profit accounting standards.
- Manage, deposit and report all income and expenses to include Value in Kind.
- Reconciliation of all bank and credit card accounts and balance sheet accounts.
- Prepare and maintain accurate records, including journals, ledgers, receipts and invoices.
- Lead design, development and implementation of annual and quadrennial budgets as well as cash flow management, forecasting and end-of-year reporting.
- Process payment for all purchases & expenditures, including expense reports.
- Manage, update, ensure and enforce financial policies and procedures as necessary.
- Review and implement best practices for finance and accounting operations.
- Revise, update and present for approval to the CEO and Board of Directors USA Judo fiscal policies for the organization as necessary.
- Prepare and present financial reports monthly or as needed, to the CEO and Audit Committee.
- Work with staff as needed to wire international funds and produce reports for US Olympic & Paralympic Committee Reports and Audits.
- Primary contact for USOPC Audit Dept and independent auditors in annual audits, 990 and management reports.
- Responsible for all office operations including but not limited to payroll & employee benefits administration (insurance, 401k).
- Manage annual business insurance renewal and serve as primary point of contact involving insurance-related questions.
- Assist with grant applications and reporting as necessary.
- Carry out other projects as assigned by the CEO.

### **Minimum Qualifications & Requirements:**

- Bachelor's degree in accounting required, MBA and/or CPA qualification a plus.
- 3-5 years of overall professional experience to include broad financial operations and compliance experience.
- Ideal experience to include responsibility for the quality and content of all financial data, reporting and audit coordination.
- General knowledge or previous oversight of human resources, insurance and risk management.
- Ability to translate financial concepts and collaborate with colleagues who may not have finance backgrounds.
- Customer service mentality toward both internal and external constituents, including excellent communication and relationship building skills with an ability to prioritize, negotiate and work with a variety of internal and external stakeholders.
- Exemplary organizational skills and attention to details.
- Ability to manage multiple responsibilities simultaneously.
- Excellent written and verbal communication skills.
- Creative thinker and innovative, solutions-based problem solver who is able to work in a fast-paced environment.
- High level of competency with QuickBooks, Bill.com, Microsoft Office programs; experience with other multi-media applications and software vendors preferred.
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making.
- Confidentiality of information a must.
- Experience with Olympic and/or Paralympic National Governing Bodies a plus.

### **Compensation**

#### **Starting Salary Range**

- Salary Range: \$65,000-75,000 annually

#### **Benefits Offered**

- Unlimited vacation and personal time
- 10 paid holidays per year
- 401k retirement plan with company match up to 3% after one year of employment
- Medical, dental and vision insurance
- Employer-paid life, short and long-term disability insurance

#### **Other Information**

- This is a full-time exempt position.
- Reports to CEO
- Ability to work from the National Office in Colorado Springs is required
- Travel to two in-person board meetings annually

### **Application Process**

Review of applicants will begin immediately and deadline for application is **February 15, 2025**.

Please send resume and cover letter to Corinne Shigemoto, USA Judo CEO, at [corinne.shigemoto@usajudo.us](mailto:corinne.shigemoto@usajudo.us).

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*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*