



## Sr. Director of Finance

*Shared Services position across all Salesmanship Club entities*

**Reports to:** Chief Operating Officer and Salesmanship Club of Dallas/Executive Director with dotted line to Executive Directors of Momentous Institute and Salesmanship Club Charitable Golf of Dallas

**Position Status:** Full-Time, Salary-Exempt

This position supports the Chief Operating Officer and the Executive team by providing key financial information, budgeting, and operational analytics, while driving a culture of accountability. The Sr. Director of Finance must have an experience background in producing financial statements for multiple business units and consolidating, be able to think critically, identify fiscal and operational best practices and implement accordingly. This position must have a broad understanding of the programs, partnerships, events, and the supporting systems, to identify opportunities for growth, leveraging resources and potential risks to financially strengthen the integrated work of:

- Salesmanship Club of Dallas, a civic organization of 670+ business and professional leaders dedicated to improving children’s lives.
- Momentous Institute, an SCD-sponsored nonprofit whose mission focuses on building and repairing children’s social emotional health.
- The AT&T Byron Nelson, an SCD-operated PGA TOUR golf event that is the primary fundraiser for Momentous Institute, having thus far raised over \$172 million.

### **Role:**

The Sr. Director of Finance will supervise a staff of accounting professionals who provide financial support to various volunteer committees including but not limited to the Audit Committee, the Finance Committee, the Investment Committee, the Development Committee, and multiple event planning committees. In addition, the position is the interface with and oversees the services provided by independent contractors and vendors for the audit, human resources, insurance, legal services, and tax.

This position develops and implements effective internal controls to ensure that the organization follows GAAP compliance and applicable federal, state, and local regulatory laws and rules for financial and tax reporting with a heavy emphasis on nonprofit compliance. While maintaining continuous sound financial practices, the Sr. Director of Finance establishes organizational objectives, policies, and procedures, and makes strategic recommendations that enhance financial performance.

### **Essential duties and responsibilities:**

- Oversee all fiscal reporting activities including timely and complete financial reports, reports to funders and monitoring of organizational budgets, including an organizational and technology structure adequate to achieve the organizations’ goals and objectives.
- Oversee the cash management function including banking relationships, cash management strategies and cash flow analysis.
- Monitor and maintain a documents system of accounting policies, systems, and procedures.
- Track important KPIs and analyze trends
- Work with multiple Executive Directors and Boards on the strategic vision by performing all tasks necessary to achieve the organization’s financial mission including budgeting, forecasting, and analysis.
- Develop and maintain systems to ensure compliance with local, state, and federal government reporting requirements and tax filings and ensure filings with taxing authorities are made in a timely manner.

- Develop and maintain systems to ensure compliance with all contractual and donor requirements
- Oversee human resource, payroll activity and employee benefit plans.
- Oversee organizations' business insurance plans and legal review processes.
- Coordinate the provision of information to external auditors for the annual audit; ensuring all audit issues are resolved, the preparation of the annual financial statements are in accordance with GAAP and all 403(b) compliance issues are met.
- Manage all processes of file maintenance and records retention in accordance with policies and procedures and ensure compliance with applicable internal policies.

**Educational and Experience Requirements:**

- Minimum: Bachelor's degree in Accounting and 10+ years of professional accounting experience, preferably a combination of public accounting and industry accounting. Certified Public Accountant designation required.
- Demonstrated, successful background and experience in fund accounting and grant and investment management – providing for reporting of budgets, analyzing financial data, directing day to day accounting decisions and making recommendations to executive leadership regarding necessary accounting practices and procedures.
- Excellent interpersonal skills to develop collaborative, trusting relationships with staff and Club members.
- Prior supervisory experience and effective team leader in planning, coordination and follow through with the ability to motivate teams to produce quality results within tight timeframes and simultaneously manage several projects is required.
- Ability to exercise discretion and independent judgement on significant business, human resources and financial matters in an ethical and trustworthy manner.
- Desired personal qualities: initiative, integrity, and flexibility.

**Interested:**

Applications are currently being accepted and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply.

To apply, please send letter & resume to:

**Human Resources Director**

[mmaldonado@salesmanshipclub.org](mailto:mmaldonado@salesmanshipclub.org)

[www.salesmanshipclub.org](http://www.salesmanshipclub.org)

**No Phone Calls, Please**

***COVID-19 vaccine is required for all employees as of September 1, 2021. (Momentous Institute/Salesmanship Club of Dallas is an equal opportunity employer and reasonable accommodations will be considered for valid medical or religious exemptions.)***

Momentous Institute/Salesmanship Club of Dallas maintain a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute/Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.