

**Tampa Bay United Soccer Club  
Director of Finance**

POSITION SUMMARY

The Director of Finance provides strategic direction, oversight and leadership for Tampa Bay United Soccer Club (TBU) accounting and finance operations. Responsibilities include overseeing TBU's accounting practices, the maintenance of fiscal records, and the preparation of financial reports. Ensures a system of strong internal controls and maintains fiscal soundness. Manages the annual external audit, the 990 tax return and the preparation of information for key constituents, members and outside sponsors/donors.

Critical areas of expertise include advanced knowledge of general ledger and accounting functions for member-based not-for-profit organizations, advanced proficiency in accounting and reporting software (preferably Quickbooks), spreadsheet and word processing software, problem solving, highly organized, multi-tasking in a high-volume transaction environment.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Manages all functions of finance, accounting and financial operations with the highest possible ethical standards, ensuring compliance with internal policies and all legal, audit and regulatory requirements.
- Maintain and ensure compliance with regard to tax exemption, State of Florida, corporate and other reporting, organization licensing and registration requirements.
- Implements appropriate financial systems, processes and internal controls to adequately safeguard TBU's financial resources and provide a foundation for accurately reporting financial data.
- Maintains accounting system to accomplish the proper recording and reporting of all operations, transactions, assets and liabilities of TBU, including both Club and Team funds.
- Ensures that records are maintained in accordance with generally accepted accounting principles (GAAP), including comprehensive restricted funds accounting system and an efficient system for pledge accounting and tracking.
- Periodically review charitable donor regulations as well as all applicable federal regulations and update/revise internal control policies and procedures as needed to be in compliance with charitable donor regulations.
- Hires, trains, and oversees staff to include internal part-time Accounting Manager and external Accountant/Bookkeeper. Arranges for additional resources as needed.
- Responsible for the timely annual filing of federal, state and local compliance documents and reports, including, but not limited to:
  - a. Annual IRS 990 tax form
  - b. Annual 1099 forms
  - c. Annual W-2 forms
  - d. Quarterly payroll tax forms
  - e. Annual financial reports for members, donors, city, county and other key constituents
  - f. Florida Department of Agriculture and Consumer Services (FDACS) – complete paperwork to renewal annual license to solicit tax deductible donations in the state of Florida
  - g. State of Florida Corporate Annual Report
  - h. Hillsborough County Parks and Recreation – submit financials, tax returns, other info annually for the use of Ed Radice
  - i. W/C Insurance premium audit – submit payroll information to enable the carrier to perform their annual insurance premium audit
  - j. Monthly state sales tax returns for concessions / merchandise sales/ rentals

- Manages the independent audit/review. Oversees the preparation of required audit/review schedules, maintains records, acts as liaison with audit/review team and TBU Finance Committee.
- Oversees and leads annual budgeting and planning process including developing timeline, guidelines and procedures, training staff and volunteers, overseeing data input and preparing budget review materials/reports for approval by Board of Directors.
- Manages operating budget on an ongoing basis to ensure annual budget is achieved.
- Oversees the month-end and year-end closings and the preparation of statements and reports, including the review and reconciliation of general ledger accounts, TBU bank accounts (club and team) and preparation of adjusting journal entries.
- Prepares monthly budget versus actual report, analyzes variances and makes go-forward revenue and expense recommendations.
- Manages Account Receivables, Accounts Payables, Operating Cash Flow and Financial Forecasts on an ongoing basis.
- Reviews and provides advance approval of all significant expenses (e.g. \$1,000+).
- Conducts internal audits, accounting studies, analysis and cost studies as required and provides recommendations.
- Develops and maintains relationships with banking, financial, insurance and lending institutions.
- Develops and maintains relationships with independent, third-party payment processors (e.g. GotSport, Blue Sombrero, Stack Sports) to ensure accurate and timely reporting. Reconciles funds received to ensure accuracy and quickly resolve discrepancies as needed.
- Oversee and manage all aspects of the payroll relationship with ADP, including submission of semi-monthly payroll and onboarding new staff into the ADP payroll system
- Oversees disbursement activities, ensuring the accurate and timely processing of accounts payable, employee expense reports, cash control, payroll processing, and total corporate payroll tax compliance.
- Responsible for implementation of accounting and financial process improvements, including implementation of technology solutions to track both club and team financial transactions and increase efficiency for staff, volunteers and members. Evaluates adequacy of technology solutions to deliver transactions and reporting efficiently and recommends/leads transition to successor systems as appropriate.
- Develop and maintain a contract management system to host the organization's contracts.
- Develop and continually improve/update a financial manual for TBU.
- Provide Board of Directors with monthly, real-time snapshots of the financial health of the organization, programs and individual teams. Effectively communicate and present critical financial matters.
- Represents TBU with key community organizations and events as required.
- Performs other duties as assigned.

#### QUALIFICATIONS AND REQUIREMENTS

The following qualifications and requirements are considered to be most important. Their order is not meant to imply priority.

- Minimum of a Bachelor of Arts. CPA required, ideally with an MBA.
- At least 7-10 years of overall professional experience; ideally 6+ years of broad financial, accounting and financial operations management experience in a not-for-profit environment.
- Prior experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for a significant organization or program area.

- Ability to translate financial concepts to – and to effectively collaborate with – program specific and fundraising colleagues who do not necessarily have finance backgrounds.
- A track record in grants and charitable donation management.
- Technology savvy with experience selecting and overseeing software solutions and managing relationships with vendors; advanced knowledge of accounting and reporting software (preferably Quickbooks); advanced skills with spreadsheets and word processing; knowledge of prospect management systems (e.g. Raiser's Edge) preferred; knowledge of online program registration systems and associated payment processing platforms preferred.
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A multi-tasker with the ability to wear many hats in a fast-paced environment.
- Detail oriented.
- Personal qualities of integrity, credibility, and dedication to TBU's mission to positively impact the lives of children and young adults through the game of soccer.

#### ACCOUNTABILITY

Accountable for completion of assigned goals as measured by meeting hard accounting monthly, quarterly, annual deadlines, successful grant reimbursements, successful audits, and supervisor evaluation of assigned duties.

Reports to TBU's Executive Director.