Director – Finance, Administration, Operations

(Full Time and Exempt)
First Tee - Phoenix

Chapter Overview

First Tee – Phoenix, founded in 2003, creates experiences that build character to empower kids through a lifetime of new challenges and continuous personal growth. By seamlessly integrating the game of golf with a life skills curriculum, First Tee – Phoenix creates active learning experiences that build inner strength, self-confidence and resilience that kids can carry to everything they do.

Mission Statement

To provide opportunities for all youth to achieve success in every aspect of life, through the game of golf.

Job Summary

We are looking for a **hands-on non-profit finance and operations leader**. The Finance & Administration Director is a strategic partner to the CEO/Executive Director and the Board, and the operational backbone that keeps the "business" of First Tee – Phoenix running smoothly, efficiently and within all laws and regulations. This role pairs hands-on financial, operations and administrative leadership with big-picture thinking, using financial insight to shape planning, growth and long-term sustainability in support of our mission.

Key criteria for success in position:

- **Self-directed** – gets things done without direction while understanding the big picture, is able to work in a cross-functional team as needed
- **Process minded** – loves to create systems that lead to efficiency and support a fast-paced environment
- **Multi-tasker** – can keep a smile and do a lot at once
- **Big-picture thinker** – connects financial and operational details to the chapter's mission and long-term goals, and brings ideas and recommendations to leadership

Key Responsibilities

Below is not intended to be an exhaustive list but a general overview of the core functions.

Leadership & Strategy

- Serve as a key member of the leadership team, advising on financial strategy, long-range planning, and organizational growth, and supporting staff/volunteers at select events.
- Maintain key business relationships with landlords, professional services, banks, vendors, external service providers (eg: IT, HR), etc.
- Make recommendations to improve efficiency and stability during period of growth. Take on responsibilities as needed to support organizational strength.
- Play active role in supporting logistics around all core locations – including storage, warehouse, office facilities.

Accounting & Financial Reporting

- Manage all activities of the accounting function for the accurate and timely dissemination of financial management reports including, but not limited to, monthly, quarterly, and annual financial statements, including Statement of Activities, Statement of Financial Position, and Cash Flows; handle the month-end close process and prepare month-end reconciliations.
- Provide the Finance Committee with monthly accrual basis financial statements including Statement of Activities, Statement of Financial Position, and Cash Flows. Including dashboard reports/ratios.
- Ensure the accurate and timely management and processing of all accounts receivable activities and gift processing.

Budgeting, Forecasting & Investments

- Work with the CEO/Executive Director and leadership team to prepare the annual budget for presentation to the Treasurer, Finance Committee and Board.
- Work with the CEO/Executive Director, Finance Committee, and coordinate with the independent financial firm for investments.
- Maintain a rolling 12-month cash forecast and updated year-end projection. Monitor operating reserves, restricted funds, receivables, revenue timing and major financial commitments, bringing risks and recommended actions to the CEO and Finance Committee.

Audit, Tax & Internal Controls

- Provide annual financial information to and work closely with the organization's outside accounting firm for the preparation of annual tax returns and audited Financial Statements.

- Work with the organization's outside accounting firm to establish and maintain internal systems and controls that verify the integrity of all financial processes.

Administration, Compliance & Risk

- Maintain the organization's annual compliance, insurance, contract and renewal calendar. Oversee business insurance, organizational records, vendor agreements, facilities, equipment, vehicle administration, risk-management procedures and business continuity planning. Develop and maintain documented operating procedures across assigned functions.
- Manage the van, or other future vehicles, ensuring registration, repairs, maintenance, etc.

Human Resources

- Manage employee insurance policies including health, life, dental, visual and disability.
- Manage human resource duties, including but not limited to, employee benefits and HR files, payroll processing, and payroll tax compliance.
- Administer the organization's HR systems, records, benefits, payroll coordination and recurring compliance processes.
- Support the CEO and managers with consistent hiring, onboarding and offboarding procedures, and coordinate with outside HR or legal professionals when specialized guidance is required.
- Provide support and structure around the hiring and initial onboarding process.

Technology

- Manage the Technology functions of the organization, working with outside firm.

Qualifications/demonstrated ability to

Required

- Work effortlessly and effectively in a digital environment, position works in a variety of online platforms.
- Strong commitment to the First Tee - Phoenix mission and the kids and communities we serve.
- Great communication skills.
- Supervisory and human resources experience.
- Ability to prioritize and perform multiple tasks.

- Ability to solve problems independently.
- Detail orientated and ability to manage lots of information at once.
- Must complete and pass all background checks and child safety courses.
- Bachelor's degree in accounting or related field.
- 5+ years of accounting experience.
- Solid knowledge of non-profit accounting policies, principles, procedures, and internal controls.
- Experience with the audit process and creation of annual budgets.
- Highly proficient with spreadsheets and accounting software.
- Experience with QuickBooks (QBO) and Microsoft Office, required.
- Valid driver's license, good driving record, and meet company required automobile insurance minimums.

Preferred

- Non-profit accounting experience.
- Bi-lingual (Spanish/English)
- Experience with any of the following: RAMP, Stripe, DonorPerfect, OneCause, PledgeIt, ADP.

Working Conditions & Physical Requirements

- The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures, viewing a computer terminal and extensive reading.
- Exerting up to 10 pounds of force occasionally to lift, carry, push, pull or otherwise move objects.
- Sedentary work that involves sitting most of the time.
- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, scanner, etc.

Commitment

Be a model of one becoming a Game Changer by practicing the life skills we promote called the 5 key commitments:

- Build positive self-identity
- Grow through Challenge
- Collaborate with Others
- Use good judgment

- Pursue Goals

Seniority and reporting

The Director – Finance, Operations, Administration reports to the Chief Executive Officer/Executive Director. The role manages an Administrative Assistant, which also supports CEO/Board functions. The assistant performs data-entry, gift processing, accounts payable duties.

Salary range and job type

- Full-time, Mon-Friday position. Occasional nights/weekends for events.
- Annual salary based on experience; starting at $95,000
- Paid holidays and paid time off
- Reimbursement of business-related mileage, cell phone stipend
- Paid health insurance and other benefits, including FSA
- 401(k) retirement plan, with up to 5% match

How to apply

Complete a short questionnaire and attach your resume and a cover letter detailing your experience related to the responsibilities and qualifications **via the link on firstteephoenix.org/employment**.

NOTE: All final candidates must pass background check and complete DISC assessment prior to an official offer.

Equal Employment Opportunity Statement

First Tee – Phoenix is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal and/or state laws related to employees and applicants for employment. Accordingly, personnel decisions are made without regard to race, creed, color, religion, national origin, age, sex, disability, marital status, sexual preference or veteran status.