

General Information

Job Title	Director, Finance	Company	Stonewall Sports
Sport	Dodgeball	Location	Washington, D.C.
Role Type	Officer	Function	Finance

Job Summary:

The Director of Finance manages the finances of Stonewall Dodgeball DC, including but not limited to the creation of a budget, reviewing expenditures, accounting for unexpected costs, encouraging investment from sponsors, and reconciles all expenditures not explicitly outlined in the budget. The Director of Finance works closely with the League Commissioner to draft and manage a budget. The Director of Finance works closely with the League Commissioner and the Director of OP&D to manage relations with any sponsors or investors. The Director of Finance serves as the official company treasurer. The Director of Finance reports to the League Commissioner. The Director of Finance is a member of the Board.

Main Duties and Responsibilities:

- Develops season budget prior to each season.
- Reconciliation of expenditures
- Issues charitable gifts
- Revenue Management / P&L
- Cash Flow Management & Key Audit Controls
- Ensures best practices in accounting and finance for the overall accuracy and efficiency of the financial operations of the company.
- Assists with the maintenance and updating of corporate policies and procedures to develop best practices for internal controls for the league

Qualifications

Language / Communication / Technical Skills:

- Excellent communication skills - correspondence to internal and external customers
- Ability to communicate effectively with individuals possessing varying degrees of technical and functional knowledge
- Solid understanding of general accounting practices including accounts payable, tax, payroll, budgeting and forecasting
- Strong analytical and operational accounting and finance skills
- Excellent mathematical and analytical skills

Job Dimensions

Geographic Responsibility: Washington, D.C.

Internal Relationships: Communications, Operational Planning & Development, and Strategy

External Relationships: Sponsors and Charities

Budget / Revenue Responsibility: Limited

Organization Structure

Direct Line Manager (Title): League Commissioner

Number of Direct Reports: none

Estimated Total Size of Team: 1

The above statements are intended to describe the general nature and level of the job being performed by the individual(s) elected to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Stonewall Dodgeball DC reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.