



USTA Texas
P.O. Box 302497
Austin, TX 78703
512.443.1334
usta.com

Director of Finance

Job Location: Austin, Texas

The USTA Texas ("Organization") office is located in Austin, TX and is a not-for-profit volunteer organization devoted to promoting and developing the growth of tennis in Texas. Since 1895, USTA Texas has been a section of the United States Tennis Association, the governing body of tennis in America. USTA Texas is the third largest of the sections and features a number of tennis programs for juniors, adults and seniors at the beginning, recreational, and competitive levels.

As an employer, the USTA Texas offers a vibrant work environment and an inclusive workplace culture that promotes a healthy work-life balance. The benefits package includes full health, dental, life and disability insurance as well as voluntary benefits, a minimum of 10 official holidays, a comp time program, immediate leave accrual, and 401K contributions.

USTA Texas is committed to developing an inclusive work environment made up of individuals of diverse backgrounds and cultures. USTA Texas is an equal opportunity employer and welcomes applicants without regard to age, race, color, sex (including pregnancy), national origin, disability, religion, marital or parental status, protected veteran status, military status, genetic information, sexual orientation, or gender identity and/or expression. The organization is especially interested in applications from qualified candidates who would contribute to the diversity of all programs.

USTA Texas Home Page: <http://www.usta.com/texas>

Job Summary

The Director of Finance is responsible for overseeing all financial reporting and functions, including budgeting, accounting, banking, investments, and audits. This role serves as the financial steward of the organization, ensuring the accuracy, integrity, and transparency of financial operations for both the USTA Texas Section and the USTA Texas Tennis Foundation. The Director of Finance works closely with the Executive Director, Senior Director of Operations, Administrative Coordinator from the USTA Texas staff. This role also interacts with the Management Committee Treasurer, Budget and Finance Committee and other committees providing strategic financial insight to support long-term goals and operational decisions for the volunteer base of USTA Texas.

Primary Relationships

- Reports to the Executive Director
- Works closely with USTA National, USTA Texas Budget & Finance and Investment Committees, USTA Texas Treasurer, Management Committee, Board of Directors, Vendors, Community Tennis Associations (CTAs), and all entities involved with USTA Texas and USTA Texas Tennis Foundation
- Works with all USTA Texas Staff

Primary Responsibilities/Principle Accountabilities

Banking

- Oversee daily banking operations for all operating accounts and quarterly reconciliations for USTA Texas and USTA Texas Tennis Foundation
- Initiate, confirm, and monitor all online banking transactions
- Coordinate payments and credits with vendors and payors

Accounting Oversight

- Generate and maintain all financial statements for USTA Texas
- Manage multiple organizational accounts
- Monitor and report on reserves

Financial Planning & Budgeting

- Lead the annual budgeting process, including forecasting, analysis, and collaboration with staff and committees
- Prepare reports and presentations for the USTA Texas Committees
- Finalize the annual budget for the upcoming year
- Maintain continuous communication with staff to monitor and adjust financial plans
- Engage in financial discussions with key stakeholders
- Maintain an open-door policy for financial discussions and guidance

Annual Audit

- Manage the year-end close and lead the annual audit process at the start of each calendar year
- Provide detailed records and support to auditors; lead Q&A and research efforts as needed.
- Participate in final audit reviews with accountants, staff leadership, and volunteers

Vendor Management and Payables

- Process and review purchase orders and invoices
- Coordinate closely with staff to ensure timely vendor payments and accurate coding

Financial Reporting

- Prepare and distribute timely and accurate financial and investment reports
- Prepare and file the Annual Funding Accountability report to USTA National
- Oversee the preparation and submission of Form 990 tax returns
- Collaborate with the USTA Texas staff and external accountants to meet reporting and compliance deadlines
- Produce quarterly actual vs. budget reports and financial statements
- Respond to ad hoc requests from USTA National
- Oversee TennisLink monthly flow-through revenue and bimonthly monetary distributions and reporting to CTAs

Financial Controls & Compliance

- Routinely monitor and reconcile all financial systems including ledgers, accounts payable, accounts receivable, and the general journal
- Ensure financial accuracy through regular certifications and reconciliations
- Troubleshoot discrepancies and implement corrective actions as needed

Communications & Leadership

- Serve as a financial liaison and resource for staff, leadership, and board members
- Maintain proactive, ongoing communication with USTA Texas Executive Directors and other staff leadership
- Build strong working relationships with the Chair and members of the Budget & Finance and Investment Committees

Minimum Qualifications

- Authorized to work in the United States; USTA Texas does not provide sponsorships
- Bachelor's degree from an accredited college in Accounting, Finance, or related field; or equivalent work experience
- Minimum of 5 years of progressively responsible financial management experience
- Proficient in accounting software and financial reporting tools
- Well versed with General Accepted Accounting Principles (GAAP)
- Demonstrated ability to manage multiple accounts and investment portfolios
- Relevant experience in customer care
- Computer literacy with Google Suite, Microsoft Office and data management

Preferred Qualifications

- Experience working with USTA, USTA Texas, and/or Community Tennis Associations
- Certified Public Accountant (CPA) or Masters of Business Administration (MBA)
- Experience working with non-profit, volunteer-based organizations
- Experience engaging with diverse populations

Knowledge, Skills and Abilities

- Willingness and ability to relocate to the Austin area

- Ability to travel and work nights and weekends as needed
- Excellent communication, collaboration, and leadership skills
- High level of integrity, accuracy, and attention to details
- “Team-first” mentality
- Ability to successfully work with volunteers and follow non-profit systems of operations
- Skilled in conflict resolution
- Ability to learn additional software as needed

Physical Requirements

- May require extended time outdoors with temperatures above 90 degrees and below 32 degrees
- May require lifting boxes/equipment
- May require setting up and breaking down materials/equipments for events

Salary

- Commensurate with education and experience

Application Close Date

- The search will remain open until a suitable candidate is identified.

To apply, please send cover letter/letter of application, resume, salary requirements, and list of 3 references (including contact information) to the following email address:

Kandice Thompson, Senior Director of Operations
Email: thompson@texas.usta.com