



17304 Preston Rd, Suite 800  
Dallas, TX 75252  
USACRICKET.ORG

## JOB DESCRIPTION

<b>Position</b>	Finance Controller
<b>Organization</b>	USA Cricket
<b>Department</b>	Admin/Finance
<b>Line Manager</b>	Office Manager/CEO
<b>Direct Reports</b>	NA
<b>Term</b>	Full time
<b>Type</b>	On-site (Travel Required)
<b>Location</b>	Huston, USA
<b>Salary</b>	DOE

### JOB SUMMARY:

Finance Controller plays an integral role in the financial stewardship and integrity of the organization. Central to this position is the responsibility of handling various day-to-day accounting tasks, which are fundamental to maintaining accurate and reliable financial records. The role requires a thorough understanding of accounting principles and practices, ensuring that all financial transactions are correctly recorded, classified, and entered into the accounting system. The finance controller will also be responsible for the preparation of financial statements and reports, which are essential for tracking the organization's financial performance and position.

### KEY RESPONSIBILITIES:

- Manage and execute daily accounting tasks with precision and accuracy. This includes recording journal entries, ensuring the correct classification and recording of financial transactions, and maintaining general ledgers.
- Assist in the preparation and compilation of comprehensive financial statements and reports.
- Conduct thorough accounts payable and receivable activities. Manage the processing of invoices and payments in a timely manner.
- Collaborate with different departments to gather necessary financial data and support budget preparation activities.
- Ensure all financial activities are accurately accounted for, reconcile account balances, and prepare necessary adjustments to ensure the financial statements reflect the true financial position of the organization.
- Maintain accurate, up-to-date, and well-organized financial records and documentation.
- Assist in providing necessary financial data, implement audit recommendations, and work towards enhancing the organization's financial controls and processes.
- Ensure strict compliance with accounting principles, standards, and organizational financial policies.



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- Assist in tax preparation and filing activities. Ensure all tax-related documentation is accurate and submitted in a timely manner, in compliance with tax laws and regulations.
- Monitor departmental budgets and provide insightful reports to management.
- Support the implementation of budgetary controls and financial policies within the organization.
- Ensure compliance with organizational policies and procedures in all budgetary activities.
- Liaise with external auditors, providing necessary information and support during financial audits, particularly in areas related to budgetary management and control.

### **WORK ETHIC:**

- Exhibit meticulous attention to detail and a high level of accuracy in all accounting tasks..
- Uphold strict confidentiality in managing sensitive financial information.
- Maintain a proactive and efficient approach to meet reporting deadlines and compliance requirements.
- Adhere to established standards and principles in all financial activities, ensuring integrity and transparency in financial reporting and record-keeping.
- Display adaptability and flexibility in a dynamic financial environment.
- Foster positive working relationships, contributing to a team-oriented atmosphere where information and best practices are shared.
- Show initiative in identifying areas for improvement in accounting processes and systems.
- Stay abreast of the latest developments in accounting, finance, and related regulations.

### **SPECIAL FEATURES OF THE JOB:**

- The role requires the ability to adapt to peak periods in the financial calendar.
- There may be a need for flexibility in working hours, especially during critical financial reporting periods.
- The position demands a willingness to continuously update skills and knowledge in line with evolving accounting standards, regulations, and best practices.
- The position to apply specialized knowledge and adapt standard accounting practices to the sports industry.
- The finance controller could have the chance to contribute to the financial strategy and planning of USA Cricket.
- There may be involvement in special projects or initiatives related to financial management, offering the opportunity to work on diverse and challenging tasks that go beyond routine accounting functions.

### **SKILLS AND QUALIFICATIONS:**

- Possession of a bachelor's degree in Accounting, Finance, or a related field. Advanced degrees or certifications, such as MBA, CPA or CMA are highly advantageous and can contribute significantly to the role.
- Demonstrated experience in an accounting role, ideally within a sports organization or a similar dynamic environment.
- A thorough understanding of Generally Accepted Accounting Principles (GAAP) and their application in financial reporting and analysis.



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- Proficiency in using accounting software and tools, coupled with strong skills in Microsoft Office applications, especially Excel.
- Solid experience in handling accounts payable, accounts receivable, and general ledger functions.
- Familiarity with budget preparation and monitoring processes.

#### **CORE COMPETENCIES:**

- Strong analytical skills, with a keen ability to analyze financial data, interpret results, and derive meaningful insights.
- Exceptional attention to detail, ensuring accuracy and precision in all accounting tasks and financial reports.
- Excellent problem-solving abilities, adept at addressing complex accounting issues, identifying root causes, and implementing practical and effective solutions.
- Effective communication skills, with the capability to articulate financial information clearly to both financial and non-financial stakeholders.
- Strong organizational and time-management skills, essential for managing a diverse range of accounting responsibilities and deadlines.
- High degree of professionalism and ethical standards, particularly in managing confidential financial information.
- Adaptability and flexibility, crucial in responding to changing financial environments, organizational needs, and evolving accounting practices.

#### **Application Process:**

Interested and qualified candidates should submit a full CV with a cover letter explaining and highlighting their skills and experience. Please send all applications to the following e-mail address: [HR@usacricket.org](mailto:HR@usacricket.org), under the subject title: **Application - Finance Controller**

The closing date for all applications will be **11.59 pm PT on February 6<sup>th</sup>, 2024.**