



Position: Director – Finance

Atlanta Track Club is a nonprofit committed to creating an active and healthy Atlanta. Through running and walking, Atlanta Track Club motivates, inspires and engages the community to enjoy a healthier lifestyle. With more than 30,000 members, Atlanta Track Club is the second largest running organization in the United States. In addition to the AJC Peachtree Road Race – the largest 10K in the world, the Publix Atlanta Marathon, the PNC Atlanta 10 Miler and the Invesco QQQ Thanksgiving Day Half Marathon, Atlanta Track Club directs more than 30 annual events and programs. Through the support of its members and volunteers, Atlanta Track Club also maintains a number of community initiatives including organizing and promoting its Kilometer Kids youth running program to metro Atlanta youth, honoring high school cross country and track and field athletes through Atlanta Track Club's All-Metro Banquets and supporting other local nonprofits with similar missions through its Adopt a Mile program.

Position Overview:

The Director - Finance is a key member of Atlanta Track Club's leadership team and has primary responsibility for the financial reporting of the organization. This director supervises all basic finance functions supported by Atlanta Track Club's Manager - Finance. The Director - Finance upholds all of Atlanta Track Club's bookkeeping policies and processes and maintains the fiduciary responsibility for safeguard the organization's assets.

Responsibilities Include:

- Play a strong leadership role in bringing best practices across financial processes, reporting, controls and systems and contribute to sustained growth of organization.
- Oversee all accounting records and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintain and monitor a comprehensive set of internal controls designed to mitigate risk and enhance the accuracy of the organization's reported financial results.
- Analyze financial data and provide insights into financial performance in an accurate and timely manner to senior management and the Board.
- Conduct and supervise all facets of accounting and financial reporting, financial processes and internal controls, financial systems implementations, payroll, cash management and banking relationships, and support the annual audit performed by the company's independent accounting firm.
- Prepare and lead annual budgeting and planning process; administer and review all financial plans and compare to actual results including identifying and explaining variances as appropriate.
- Manage and track performance of invested assets in keeping with policies and investment guidelines.
- Manage all employee benefits programs, new employee on-boarding, evaluate current and future programs to ensure quality and cost effectiveness.
- Oversight of ATC non-HR insurance programs including auto, general liability, race cancellation, D&O, theft and other operational programs.
- Complete all bank and credit card reconciliations to maintain dual control of accounts.

- Prepare annual IRS 990 tax filing and facilitate annual audit with outside accounting firm.
- Will report to the Executive Director and work closely with the Treasurer and the Finance Committee and Governance Committee of the Board of Directors.

Minimum Job Qualifications

- Bachelor's degree in Accounting or Finance: CPA preferred.
- Minimum of 7 years accounting and finance experience, preferably a combination of Big 4 or Regional CPA and private industry or nonprofit experience.
- Experience coordinating audit activities and managing financial reporting, budget development, and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments.
- Technology savvy with working knowledge of accounting and reporting software, experience selecting and overseeing software and hardware installations and managing relationships with vendors.
- Track record driving and managing continuous improvement in financial reporting, cross-functional processes and systems in a rapidly growing business.
- Exceptional analytic and problem solving skills, organization and project management skills; strong sense of urgency and commitment to high standards of excellence required.
- Excellent communication and interpersonal skills required including the ability to translate complex financial concepts to individuals at all levels and the presentation skills needed to communicate with senior management, the Board of Directors, and other outside parties.
- Effective at partnering with the operational side of the business and at exploring how the finance function can support program operations.
- Demonstrated commitment to running and physical fitness preferred.

Send resume and cover letter to careers@atlantatrackclub.org

No Phone Calls Please.