



Reports to: Senior Director of Finance

Type of Employment: Full-time, Exempt

Salesmanship Club of Dallas

Founded in 1920, the [Salesmanship Club of Dallas](#) is a nonprofit service organization of more than 600 business leaders dedicated to building and repairing social emotional health for children through the programs of [Momentous Institute](#). The Salesmanship Club of Dallas has hosted [THE CJ CUP Byron Nelson](#) golf tournament for 50+ years. The tournament has raised \$185 million for Momentous Institute since 1968.

Job Description

The Finance department is part of the Shared Services team which provides services to the Club, Momentous Institute, and THE CJ CUP Byron Nelson. The Controller is responsible for the accounting operations of five separate, non-profit corporations. This role is responsible for the day-to-day accounting activities of Salesmanship Club of Dallas, Salesmanship Club Foundation, Momentous Institute, SCF Charitable Properties and Salesmanship Club Charitable Golf of Dallas. It is a requirement of this position to review financial data and records, ensuring that all financial data is recorded in accordance with generally accepted accounting principles, applicable grantor, federal and state requirements and on a basis consistent with policies and procedures.

Key Responsibilities

Core duties and responsibilities of the Controller include the following:

- Ensures accounting methods used to record financial data are consistent with generally accepted accounting principles, are consistent with non-profit standards and governmental requirements and do not violate the respective Board's Means Limitation Policies.
- Works closely with Executive Directors to allocate and track use of budget resources and assist with financial budget modeling.
- Serves as the point-person for changes in Foundation investment portfolio.
- Manages the banking and investment relationships with four separate banks.
- Oversees the implementation of accounting systems, financial statement reporting, accounting policies and control procedures.
- Ensures compliance with regulatory requirements.
- Acts as backup to the Senior Director of Finance.
- Performs other duties as designated by the Board of Directors, Executive Directors, or Senior Director of Finance.

Other Duties:

- Monitors bank and investment accounts; reviews monthly bank account reconciliations and related journal entries for various bank accounts.
- Serves as system administrator for banking, credit card and merchant services online accounts.
- Serves as the liaison between SCD and Blackbaud.
- Prepares and/or reviews various monthly and special financial reports on a timely and accurate basis, including comparisons to budgets and other supporting information.
- Works directly with the Executive Directors, Senior Director of Finance, and management team in implementing the annual budgets for the various entities.
- Works with the appointed independent audit firms on all phases of the audits; review schedules for annual audits and tax returns as requested by Executive Directors/Senior Director of Finance.

- Provides direction and leadership to finance staff; attracts, trains, motivates, and develops the talent needed to support the growth and development of the finance staff.
- Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Required Skills

- Bachelor’s degree in accounting or finance or related field. Advanced degree and/or professional certification preferred.
- Minimum of five years of successful accounting work experience.
- Accepting professional responsibility to work autonomously and serving as a conscientious member of the team.
- Thorough knowledge of accounting procedures and generally accepted accounting principles.
- Sound ability to plan, organize and manage time.
- Experience with accounting systems and Microsoft Office required.
- Preference for, knowledge of and enthusiasm for non-profit organizations.
- Excellent oral and written communication skills.
- Responsible, dependable, self-starter, dedicated and eager to work in a fast-paced, ever-changing environment.

The ideal candidate will exhibit Shared Services’ core values:

Collaboration, Commitment, Excellence, Service, Respectfulness.

Physical Requirements:

- Reaching, carrying, pushing, pulling, and fine motor manipulation of files weighing up to 15lbs
- Constantly remaining in a stationary position, often standing, or sitting for prolonged periods.
- Requires fine motor manipulation and ability to read and distinguish files and documents.
- Local travel to various worksites is required.

Interested:

Applications are currently being accepted and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply. Please send letter of interest and resume to:

Brandon Booker

Sr. Director of Finance

bbooker@salesmanshipclub.org

Momentous Institute/ Salesmanship Club of Dallas maintains a policy of non-discrimination for all employees and applicants in every facet of the organization’s operations. Momentous Institute/ Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry

Policy Statement
<p>No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute/ Salesmanship Club of Dallas will fully cooperate with authorities if allegations of abuse are made requiring investigation</p>