



Job title: Director of Finance
Status: Regular, Full-Time, Exempt Employee
Position Location: Dallas Office / Hybrid remote schedule
Reports to: Executive Director
Application deadline: Immediate hire – open until filled

Job Summary

Responsible for the management, oversight and direction of all financial accounting functions, human resources and compliance/general business activities of Texas Golf Association, TGA Foundation, Legends Junior Tour and other affiliated entities.

Principal duties

Manage, direct and perform all accounting functions for TGA and related entities, including but not limited to:

- Collaborate with Executive Director and department heads to plan, assess and evaluate financial performance of organization.
- Manage all accounting and financial transactions, processes and activities including but not limited to banking, accounts payable, accounts receivable and collection, ensuring all practices are completed timely, accurately and comply with all applicable regulations.
- Administer human resources processes through selected PEO, including but not limited to, employee onboarding, payroll submittal, review and processing, benefit review, coordination and renewal and 401k plan administration.
- Administer all aspects of billing and collection of membership dues and fees.
- Prepare and distribute accurate financial records, analytical support and reports as requested for Executive Director, Finance Committee, Boards of Directors and Department Heads on a timely basis.
- Serve as direct liaison, point of contact and provide necessary support to facilitate annual independent audit and all required tax filings.
- Complete additional projects as assigned by the Executive Director.

Key Characteristics:

- Personal commitment to operating with transparency and integrity, and serving as a leader and role model for TGA staff members and industry partners
- Outstanding organizational skills and the ability to multi-task
- Exceptional verbal and written communications skills
- Exceptional attention to detail
- Strong work ethic and ability to manage a series of projects with multiple teams/groups in a fast-paced environment
- Proven ability to think critically and develop creative solutions to challenges

Requirements:

- Bachelor's Degree in Accounting (a professional accounting designation or post graduate degree preferred)
- 8-10 years of general accounting and financial management experience; non-profit experience preferred
- Demonstrated experience working with multiple related entities, departments, senior executives and Boards preferred.
- Advanced experience with Quickbooks Accounting Software (or similar)
- Advanced Microsoft Excel skills

Compensation:

- Salary commensurate with experience and qualifications
- Comprehensive benefit package: Group health, vision, dental, life insurance
- 401(k) plan, Paid time off

To apply, send resume, cover letter and salary requirements to:

Stacy Dennis – sdennis@txga.org