

Director of Finance & Administration

Position Summary

San Antonio Sports seeks a hands-on finance and administrative professional to serve as Director of Finance & Administration. This role provides leadership and oversight for all financial operations, administrative functions, and organizational infrastructure across San Antonio Sports and affiliated entities.

The Director of Finance & Administration serves as a key member of the leadership team and is responsible for ensuring financial stewardship, operational efficiency, regulatory compliance, and scalable systems that support both ongoing organizational operations and major event execution.

This position partners closely with the organizational leadership, Board of Directors, Finance Committee, external auditors, banking partners, and vendors to support the organization's mission through strong financial leadership and disciplined operational management.

Key Responsibilities

Financial Leadership & Strategy

- Lead the organization's overall financial strategy, planning, forecasting, and long-term sustainability efforts.
- Develop annual operating budgets, rolling forecasts, and multi-year financial models.
- Provide financial analysis and recommendations to the leadership team, Finance Committee, and Board of Directors.
- Support scenario planning for major initiatives, events, and organizational growth opportunities.
- Monitor organizational financial performance and proactively identify risks and opportunities.

Accounting & Financial Operations

- Oversee all accounting operations, including general ledger, accounts payable, accounts receivable, payroll oversight, reconciliations, and financial close processes.
- Ensure timely preparation of accurate monthly, quarterly, and annual financial statements in accordance with GAAP.
- Maintain internal accounting controls, financial policies, and operational procedures.

- Oversee cash management, investment and banking relationships, liquidity planning, and cash flow forecasting.
- Manage organizational financial records and documentation.

Audit, Tax & Regulatory Compliance

- Lead annual independent audits and serve as primary liaison with external auditors.
- Oversee preparation and filing of Form 990 and other required regulatory filings.
- Ensure compliance with nonprofit accounting standards, donor restrictions, grant requirements, and applicable state/federal regulations.
- Maintain strong governance-related financial reporting and compliance practices.

Board & Executive Reporting

- Prepare and present financial reports, dashboards, forecasts, and analysis for Board meetings, Finance Committee meetings, and leadership.
- Translate financial information into clear, actionable business insights for non-financial stakeholders.
- Support leadership decision-making through timely analysis and strategic recommendations.

Administrative & Operational Leadership

- Oversee administrative functions which include HR administration, benefits coordination, technology systems, insurance, vendor management, contracts, and operational infrastructure.
- Partner with leadership to improve organizational processes, efficiency, and internal workflows.
- Support organizational risk management efforts.

Systems & Process Improvement

- Lead financial systems strategy, optimization, and process modernization efforts.
- Oversee ERP/accounting systems administration and related integrations.
- Identify opportunities to improve reporting automation, workflow efficiency, controls, and scalability.
- Ensure systems and infrastructure can support both day-to-day operations and complex event-related financial activity.

Event & Special Project Financial Oversight

- Provide financial oversight for major events, special initiatives, and affiliated organizational activities.
- Support budgeting, financial controls, reporting, and reconciliation for event-driven operations with fluctuating revenue and expense activity.
- Partner with operational leadership to ensure strong fiscal management of major initiatives.

Team Leadership

- Lead, develop, and mentor finance and administrative team members.
 - Manage external consultants, outsourced providers, auditors, and professional service partners as needed.
 - Foster a collaborative, accountable, service-oriented team culture.
 - Provide on-site support at events in assigned areas.
-

Qualifications

Required

- Bachelor's degree in accounting, finance, business administration, or related field.
- 8-10 years of progressive financial leadership experience
- Strong knowledge of GAAP, nonprofit accounting principles, financial reporting, budgeting, forecasting, and internal controls.
- Experience operating and managing Oracle NetSuite ERP
- Experience leading annual audits and regulatory compliance processes.
- Experience presenting financial information to executive leadership and boards.
- Strong cash flow management and financial planning experience.
- Demonstrated systems/process improvement leadership.
- Excellent communication, analytical, organizational, and leadership skills.

Preferred

- CPA preferred.
 - Nonprofit finance leadership experience is strongly preferred.
 - Experience supporting event-based or project-based operations.
 - ERP systems integration experience
 - Experience overseeing administrative functions beyond finance.
-

Position Characteristics

The ideal candidate is:

- Comfortable operating in both leadership and day-to-day operational detail
- Collaborative, adaptable, and mission-driven
- Skilled at building structure in dynamic environments
- Able to communicate complex financial matters clearly to diverse stakeholders
- Effective in managing periods of fluctuating activity tied to events and special initiatives

To Apply:

Send a cover letter and resume to abrown@sanantoniosports.org