



## **Operations Manager / Controller – Job Description**

The Operations Manager / Controller oversees and manages certain operations to include all financial operations for programs of THA from U10 through U18 and Rec League. This is a compensated position.

### **Primary Responsibilities**

The THA Controller is responsible for managing and oversight of all aspects of the finances and accounting for the THA.

### **Primary Responsibilities**

- Responsible for establishing the annual operating budget.
- Oversees the management all accounting systems, data and reports.
- Oversees all accounts payable processes.
- Oversees all accounts receivable processes.
- Prepares and provides outside accounting staff with data.
- Communicates with THA Board of Directors, Board of Directors – Treasurer and the Executive Director
- Presents reports at THA Board Meetings.
- Serves on the Program Structure Committee

### **Reporting Responsibilities**

- Controller reports directly to the Executive Director.

### **Direct Reports**

- Accounting Coordinator
- Facilities / Scheduling Coordinator
- Tournament Coordinator
- Disciplinary Action Committee
- Equipment / Apparel Coordinator

### **The *ideal* candidate will possess the following credentials:**

- ✓ 3-5 year's financial management experience;
- ✓ Prior record of organizational responsibility (i.e. youth sports organization or business experience);
- ✓ Established, well-respected presence and contacts within the Triad area hockey community.

### **At a minimum, the candidate must exhibit the following qualities:**

- ✓ Experienced in accounting and finance;
- ✓ Demonstrated commitment to sport;
- ✓ Strong organizational skills;
- ✓ Strong communication skills (written and verbal);

- ✓ Efficient planner with follow-through;
- ✓ Patience to achieve long term goals.

**Time Commitment:**

- Approx. 10 hours per month, 12 months per year on average.

**Term:**

- Fiscal Year (June 1 – May 31)