

# *Drug Free Sport™*

## Drug Free Sport Job Description

POSITION: Vice President of Finance and Administration.

NAME: TBD.

REPORTS TO: Chris Guinty, Chief Executive Officer.

Drug Free Sport is seeking an experienced executive to serve as Vice President of Finance and Administration. Located in Kansas City, Missouri, Drug Free Sport is the premier provider of sport drug-testing and performance education services, both nationally and internationally. Drug Free Sport is a client-centered company of highly trained and educated professionals dedicated to ensuring fair, ethical and safe competition in sport.

### **BASIC FUNCTION:**

This position has the primary responsibility for managing the operations of Drug Free Sport's Accounting, Quality Assurance, Information Technology, Collector Development and External Operations departments. The Vice President of Finance and Administration will administer, direct, monitor and report on all aspects of Drug Free Sport's financial activities, and keep the Drug Free Sport Chief Executive Officer and Board of Directors informed of the financial condition of the company. The Vice President of Finance and Administration will also have oversight and responsibility for all operational activities related to quality assurance, information technology, collector identification and training, and vendor services.

### **DUTIES AND RESPONSIBILITIES:**

1. Ensure that Drug Free Sport provides excellent service to its clients and supports other Drug Free Sport employees as part of a team-centered work environment.
2. Work as a member of the Drug Free Sport executive staff to maintain continuity and quality of drug prevention/education services.
3. Supervise the directors or staff of the accounting, information technology, quality assurance, collector development, and external operations departments.
4. Responsible for the administrative, financial, and risk management operations of Drug Free Sport, to include the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve Drug Free Sport assets and report accurate financial results.
  - a. Develop organizational finance strategies by contributing financial and accounting information, analysis, and recommendations to strategic thinking and direction; establishing functional objectives in line with organizational objectives.

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- b. Develop financial strategies by forecasting capital, facilities, and staff requirements; identifying monetary resources; developing action plans.
  - c. Monitor capital asset expenditures and depreciation; prepare annual operating budgets with input and involvement at the department level, as well as capital budgets and cash flow projections; coordinate lines of credit and maintain proper banking relations and represent Drug Free Sport with investment bankers and investors; provide proactive, sound guidance regarding management of assets and financial trends.
  - d. Provide status of financial condition by collecting, interpreting and reporting financial data.
  - e. Ensure that monthly financial statements and reports are completed and distributed on a timely basis to department managers, Board of Directors and banks as necessary.
  - f. Ensure quality control over financial transactions and financial reporting.
  - g. Oversee employee benefit plans, with particular emphasis on maximizing a cost-effective benefits package.
  - h. Understand and mitigate key elements of Drug Free Sport's risk profile.
  - i. Monitor all open legal issues involving Drug Free Sport, and legal issues affecting the industry; work with outside general counsel on initiatives.
  - j. Maintain appropriate insurance coverage for Drug Free Sport.
  - k. Ensure that Drug Free Sport complies with all legal and regulatory requirements and that secure record keeping systems are in place.
5. Oversee Information Technology Department and initiatives.
- a. Supervise the Manager of Information Technology to ensure the execution of Drug Free Sport's IT strategic initiatives.
  - b. Responsible for ensuring Drug Free Sport information technology infrastructure is adequate to foster strategic growth initiatives.
  - c. Oversee execution of multiple enterprise level technology projects through the project lifecycle.
  - d. Oversee technical management and support to internal and external users including all infrastructure management.
  - e. Oversee selection of external vendors, vendor contracts and work scope, and ensure timely delivery of operational work product.
6. Oversee Quality Assurance Department and initiatives.
- a. Supervise the staff of the Quality Assurance Department to ensure the execution of Drug Free Sport's quality assurance initiatives.
  - b. Ensure Drug Free Sport quality control, quality assurance, and compliance programs to achieve continuous improvement of programs and organizational excellence.
  - c. Oversee the quality of Drug Free Sport's employee and contractor development and training, performance, operations, and initiatives to ensure quality and consistency across the organization.
  - d. Oversee Drug Free Sport's quality assurance contractual obligations to clients and evaluate client satisfaction.

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- e. Plan and implement internal and external audits of Drug Free Sport's internal and external processes to ensure compliance with Drug Free Sport's established policies and procedures.
  - f. Oversee Quality Assurance Management System and the distribution of compliance data to management, staff, clients and the Board of Directors.
7. Oversee Collector Development Department and initiatives.
- a. Supervise the Director of Collector Development to ensure the execution of Drug Free Sport's collector development initiatives.
  - b. Oversee the development and maintenance of Drug Free Sport's independent contractor collector program and network of collectors.
  - c. Oversee the learning management strategy, and associated programs to ensure compliance with Drug Free Sport and client collection experience expectations.
8. Oversee External Operations Department and initiatives.
- a. Supervise the Senior Director of External Operations.
  - b. Oversee development and maintenance of Drug Free Sport's contractor collector network.
  - c. Oversee all external vendor relationships.
9. Provide assistance to Chief Executive Officer and other Drug Free Sport staff on special projects as needed.
10. Serve in the absence of the Chief Executive Officer when necessary.

## **QUALIFICATIONS AND MINIMUM REQUIREMENTS:**

### **Required**

- Experience as a financial controller or CFO
- 5+ years of overall combined accounting and financial experience
- Bachelors in accounting or business administration
- Thorough knowledge of accounting principles and procedures
- Experience with creating financial statements
- Experience with general ledger functions and month-end/year-end close processes
- Excellent accounting software user and administration skills
- Experience and proven leadership in operations
- Working knowledge of amateur and professional sport associations and athletic administration
- Strong project management skills
- Highly credible, ethical and interpersonal skills
- Ability to manage multiple projects in a time sensitive environment
- Willingness and ability to travel, domestically and internationally

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- Excellent communication skills (written/oral/listening) individually and in small/large groups
- Working knowledge and operational knowledge of MS Office Suite and the Internet
- Pass a pre-employment screening including background check and drug test, degree verification and execution of confidentiality agreement

### **Preferred**

- Advanced degree and/or CPA
- Working knowledge of sports drug testing and prevention

To apply, please submit a cover letter, resume, and three professional references with contact information to Andrayana Getchell, Executive Assistant to the President/Office Manager at [agetchell@drugfreesport.com](mailto:agetchell@drugfreesport.com).