The Opportunity
Soccer Without Borders (SWB) is seeking a Finance professional to join our team at an exciting moment in our organizational history. After more than 15 years of impactful direct service we are expanding our scope to contribute on a wider scale, while continuing to deepen our impact locally at our Hubs. We are approaching a threshold of federal funding that will require an additional level of oversight, reporting and financial acumen. We are seeking a passionate, detail-oriented and well-rounded professional to work alongside organizational leaders to ensure efficient and responsible financial systems, including accounting of grant funding, donor contributions, and organizational expenses as we continue to grow. This position is a unique opportunity to impact thousands of youth around the world as a member of a dynamic, diverse, and welcoming team.

The Organization
Soccer Without Borders (SWB) uses soccer as a vehicle for positive change, providing youth in the U.S. and abroad with a toolkit to overcome obstacles to growth, inclusion, and personal success. Founded in 2006, Soccer Without Borders is a leading non-profit in the sport-for-development sector, recognized by the FIFA Diversity Award, the Lipman Family Prize from the Wharton School of Business, and the Robert Wood Johnson Foundation Sports Award. With a focus on social inclusion of newcomer youth and girls, our holistic programs provide participants with a platform for positive engagement, an avenue for personal growth, and a toolkit for a brighter future. Learn more about our work at [www.soccerwithoutborders.org](http://www.soccerwithoutborders.org) and see our mission in action on our YouTube channel at [www.youtube.com/c/SoccerWithoutBordersSWB](http://www.youtube.com/c/SoccerWithoutBordersSWB).

The Candidate
Soccer Without Borders is seeking a Finance professional who is enthusiastic about joining our team and can lead our finance team into our next decade of impact. Essential and desired skills and experience for this position include:

- At least 7 years of significant professional experience with increasing responsibility and ownership. Director-level candidates at Soccer Without Borders will have demonstrated ability to independently manage people, processes and systems.
- Familiarity with and demonstrated competence in managing Quickbooks Online (or the equivalent) is a must. Experience with software integrations such as donor CRMs, bill pay systems, and payroll systems is also required.
- Familiarity with uniform administrative requirements, cost principles, and audit requirements for federal awards, or proven ability to learn and execute similar requirements, is a must.
- Professional maturity, attention to detail and ability to work effectively across locations/time zones is required.
- Bachelor’s Degree in Accounting or Finance or the equivalent in directly transferable work experience and certifications is strongly preferred.
- Prior experience in the social impact sector and/or non-profit accounting is a plus.
- Spanish language skills are a plus.
The Position
As the leader of the finance team, this role will contribute meaningfully to the efficiency and sustainability of Soccer Without Borders. The position is envisioned with five major areas of responsibility

- **Implementation of GAAP accounting, audit schedules, and 2 CFR 200 standards**
  - Set up systems and train staff on financial management and fiscal monitoring requirements of Uniform Guidance for federal grants
  - Close books monthly in preparation for reconciliation of credit cards and bank accounts by the Managing Director of Finance and Operations
  - Prepare schedules and open items requested during the annual independent audit
  - Support Directors to assemble necessary financial information for grant reports

- **Accounting**
  - With support from the Bookkeeper, manage the weekly bookkeeping and accounting function using Quickbooks Online for Nonprofit software for a $5 million budget
  - Oversee and maintain all Quickbooks Online integrations, including payroll entries, online donations, credit card transactions, and ACH transactions
  - Review and confirm all accounting entries for amortizations, grant restrictions and releases, investments and asset depreciation
  - Oversee accounts payable, reviewing and approving payments prepared by the Bookkeeper
  - Coordinate with Directors and Advancement staff to ensure correct and timely grant invoicing and recording of pledges and contracts. Track and follow up on outstanding receivables, elevating to the Managing Director when needed
  - Support the preparation of monthly budget updates and quarterly reports

- **Policy and procedure compliance management & teaching**
  - Document, update and implement an internal control system that continuously monitors critical areas of financial control, identifies problems and implements corrective action; proactively evolve our policies to meet the needs of a growing organization
  - Oversee systems for documentation of all expenses, revenue, grant contracts, and contractor agreements
  - Train all relevant staff in expense and revenue management policies, and ensure accountability to these procedures.
  - Identify and implement solutions for increased efficiency and efficacy
  - Together with the Managing Director, review all major revenue and expense contracts, including leases, while training and providing accountability to other approved signers of contracts

- **Compliance and Risk Management**
  - Support and review proper filings and reporting as a public charity at the state and national levels.
  - Together with the Operations Manager, review and approve all insurance policies for the organization

- **Organizational participation**
  - Together with other team members, supports the implementation of the strategic goals of Soccer Without Borders
Compensation Philosophy

Soccer Without Borders values all contributions to the mission and prioritizes internal compensation equity over external benchmarks. We invest our resources in mission delivery first and foremost, and view resource development and stewardship as a full team effort. We approach staff wellness and benefits holistically, investing in staff development, training, professional growth opportunities, travel opportunities, wellness days, team-building, and empathetic work environments in addition to base compensation and benefits. This whole-person approach has led to an average annual retention rate of over 90% for full-time staff. In short, we work hard to live our values and are seeking a teammate who aligns with this philosophy.

The base salary for this position ranges from $64,000-$78,250. Benefits include employer sponsored health care, 401k plan, 19 paid holidays, paid sick leave, full-time staff protections such as worker’s compensation insurance, unemployment insurance, paid family and medical leave, flexible vacation leave up to 4 additional weeks, and paid sabbatical leave after 5 years. Most importantly, you will be joining a team of passionate and caring people who enact our mantra “we’re glad you’re here” every day.

Surrounding Supports & Reporting Structure

This position reports directly to the Managing Director of Finance & Operations, and oversees the Finance & Operations Manager and Bookkeeper. The Director will work closely with colleagues in people & culture and development operations, as well as Program Directors and Managers across all Hub locations. This position is a member of the Collective Impact Team, the administrative support team of Soccer Without Borders which provides organizational leadership and staff members from across all administrative, fundraising, and program support lanes. In addition to staff support, SWB leverages the expertise of over 50 Advisors and Board members, as well as hundreds of volunteers each year, including financial and economic experts, entrepreneurs, and technology experts.

Application Process

To apply for this position, please send a resume and cover letter to Emily Sherman at esherman@soccerwithoutborders.org

Ideally this position would be based at our headquarters in Baltimore, MD; however, we are open to this position working out of any of our US Hubs (Boston, MA; Denver, CO; Oakland, CA) for the right candidate. If you are an experienced candidate who is interested in requesting an informational interview to explore if the position could be a fit before applying, please reach out to Emily explaining your interest and questions, and include a resume or LinkedIn profile.

Soccer Without Borders believes that diverse perspectives and experiences make our team stronger and are actively strengthening our inclusive and anti-racist staffing practices. Our current team comes from 13 countries and speaks 19 languages, including 40% of whom are program alumni. We look forward to meeting you!