



**Brief for the position of:  
Director of Finance**



## **Director of Finance**

The United Shore Professional Baseball League (USPBL) was founded by Rochester-based General Sports and Entertainment's Founder and CEO Andy Appleby as an innovative developmental finishing school for players seeking to make it to the Majors.

The USPBL teams are comprised of top-level college baseball players from around the country and features state-of-the-art coaching, the very best in musculoskeletal training and strength and conditioning programs, the latest advances in sabermetrics and video analysis, as well as a focus on personal development off the field.

The USPBL takes a fan and family friendly approach at its games, which are played at Jimmy Johns Field in Utica, Michigan on Thursdays thru Sundays from mid-May through early September – the very finest months of weather in Michigan.

### **Position Overview:**

We are seeking a Director of Finance who would direct, administer, and coordinate all activities of the Finance Department in support of policies, goals, and objectives established by the Chief Executive Officer and President by performing the duties outlined below personally or through subordinates.

This role would work out of the company's headquarters in Rochester, Michigan and at the company's ballpark, Jimmy John's Field, in Utica, Michigan.

### **Key Responsibilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Guides and directs the Finance Department staff of the organization in the development, production, promotion, and growth of the organization.
- Oversees the preparation of short-term and long-range plans for the Finance Department of the organization based on corporate goals and growth objectives.
- Oversees staff who implement Finance Department activities.
- Implements programs that meet corporate goals and objectives.
- Creates the structure and processes necessary to manage the current activities of the Finance Department.
- Develops and installs procedures and controls to promote communication and adequate information flow for the Finance Department within the organization.
- Establishes policies for the Finance Department consistent with the Chief Executive Officer's and the President's broad policies and objectives and ensures their execution.
- Evaluates the financial results of the company regularly and systematically and reports these results to the chief executive officer and the president.
- Prepares monthly update of budget to actual.
- Oversees the Finance Department's involvement in invoicing customers and following up on payments and collections to include season tickets, groups and suites, including weekly reconciliation of groups and suites during the season.



- Provides a weekly AR and AP Aging report to the president.
- Ensures that data entered into QuickBooks is also in the company's CRM tool.
- Oversees payroll.
- Provides monthly financial reports (Balance Sheet and Income Statement).
- Works with accountants on taxes.
- Oversees the organization's cash operation at the ballpark.
- Works with the organization's lenders to provide reports and information.
- Participates in vendor bid processes.
- Calculates monthly food and beverage gross margin during the baseball season.
- Provides timely reports to operations, merchandise, and food & beverage teams to help hit COGS and labor goals.
- Works with the chief executive officer and the president to establish annual budgets.
- Ensures that the responsibilities, authorities, and accountability of all direct subordinates are defined and understood.
- Assists in staff training.
- Assists with such other tasks as may be assigned by the Chief Executive Officer and the President.

**Supervisory Responsibilities:**

- Responsible for overseeing all employees and other staff engaged in the Finance Department for the organization, including Director of IT & Administration, Finance Assistant, seasonal Finance Interns.

**Competencies:**

- Strong mathematic, accounting and finance skills.
- Strong analytical skills.
- Good writing and communication skills.

**Qualifications:**

- Bachelor's Degree and at least three to four years related experience and/or training.
- 3+ years of experience in Finance & Accounting
- Ability to read and interpret documents. Ability to write routine letters, reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Ability to complete moderate mathematical problems.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Strong computer skills.
- Ability to use QuickBooks or other organization accounting software and systems.
- Ability to use the organization's CRM tool.
- Ability to operate the organization's POS system.
- Accounting and finance



**Physical Demands:**

The physical demands include the ability to work at some of the organization’s baseball games and events if other finance staff are not available to attend. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment:**

The work environment includes the ability to work at the organization’s baseball games and events as needed and requested by the chief executive officer and the president. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Benefits:**

- ◆ 401(k)
- ◆ Dental insurance
- ◆ Flexible spending account
- ◆ Life insurance
- ◆ Vision insurance
- ◆ 401(k) matching
- ◆ Employee discount
- ◆ Health insurance
- ◆ Paid time off

**Schedule:**

- Monday to Friday with Weekend and Holiday availability as needed.

**Compensation:**

- Base salary range \$60K-\$70K depending on experience.
- Eligible for bonus compensation

**COVID-19 considerations:**

- We have an extensive Covid-19 protocol in place that includes mask requirements, social distancing, and additional cleaning and sanitizing.

**Contact Information:**

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