



POSITION TITLE: Finance and Operations Manager

REPORTS TO: Chief of Sport Performance & Operations

SUMMARY: The Finance & Operations Manager supports USA Archery's mission by ensuring strong financial stewardship, efficient organizational operations, and seamless administrative support across departments. This role is responsible for managing day-to-day accounting functions, coordinating budgeting and financial reporting processes, overseeing compliance and internal controls, and supporting organizational systems that improve efficiency and service to members, athletes, and partners. The Finance & Operations Manager works closely with senior leadership, and external vendors to maintain accurate financial records, streamline operational workflows, and support strategic initiatives. This position is central to maintaining the financial integrity and operational excellence necessary for USA Archery to deliver high-quality programs, events, and member services nationwide.

FINANCIAL MANAGEMENT

- Assist in the preparation and forecasting of annual and monthly budgets.
- Assist staff with budget planning and resource allocation.
- Manage grant programs and reporting requirements.
- Manage accounts payable/receivable, financial reporting and payroll.
- Ensure compliance with federal, state, and organizational financial policies and procedures.
- Conduct financial analysis and generate reports to inform strategic planning and decision-making.
- Prepare documentation for annual financial audits, 990 tax preparation and other compliance requirements.
- Manage state sales tax and non-profit registrations.
- Prepare sponsor contracts and implementation dashboard.
- Monitors organizational inventory and monitors fixed asset schedules.

OPERATIONS AND ADMINISTRATION

- Oversee daily administrative operations, including office management, IT, vendors, online sales, distribution and procurement.
- Develop and implement organizational procedures to improve efficiency and effectiveness.
- Maintain organizational records, insurance, and compliance documentation.
- Maintain trademarks and license agreements.
- Assist with human resource functions to include organizational audits, annual reporting, benefits, staff onboarding and performance evaluations.
- Provides administrative support to executive leadership and assists with special projects.

GOVERNANCE AND COMPLIANCE

- Prepares financial reports and organizational updates for executive leadership.
- Ensure adherence to organizational policies, bylaws, and other governance standards.

OTHER DUTIES

- Manages USA Archery offices, maintenance and capital improvement projects
- Procurement
- Assists in the development and review of policies and procedures
- Fields general email and phone inquiries
- Maintains program records and historical data
- Attends required USA Archery staff meetings
- Other duties as assigned

QUALIFICATIONS

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field; CPA or equivalent preferred.
- Minimum of 5 years of financial management experience, preferably in nonprofit or sports organizations.
- Strong knowledge of accounting software and programs (e.g., QuickBooks, Bill.com, Tax Jar, Labrynth, PayPal, Stripe, etc.) and MS Office Suite.
- Strong financial acumen and advanced organizational, communication skills required.
- Ability to manage priorities across multiple organizational departments.
- Passion for and understanding of sports, amateur athletics, or community programs is a plus.

TOOLS/EQUIPMENT:

- Standard Office Equipment

OFFICE LOCATION:

- Colorado Springs, CO. Remote location is not offered.
- Minimal Travel Required

COMPENSATION: \$70,000 to \$80,000. This position is exempt. Eligible for Annual Bonus.

Benefits:

- Paid Vacation
- Paid Sick Leave
- Paid Time Off
- Employer contribution toward Medical, Dental, and Vision insurance coverage
- Employer paid Basic Life Insurance and AD and D (\$100,000 coverage), 60% Short-Term and Long-Term Disability
- Health Care and Child Care Flexible Spending Account
- Health Savings Account if enrolled in certain high deductible medicals plans
- Simple IRA participation following qualifying period (Currently employer match up to 3% salary of salary)
- Eligible to enroll in other supplemental/voluntary coverage

USA Archery does not discriminate on the basis of race, religion, national origin, gender, sexual orientation, age, disability, or veteran status. All qualified applicants will be given equal opportunity. Selection decisions are based on job-related factors.

APPLICATION PROCESS:

Send Cover Letter and Resume to:

Email: careers@usarchery.org

Deadline for Resume Submission: **December 31st, 2025**