

# NCAA

## Job Description

**Position:** Associate Director of Accounting

**Basic Function:** Perform general accounting responsibilities monthly and annually. Develop and/or maintain appropriate financial controls. Maintain integrity of financial transactions and reporting. Provide accounting support to the national office.

1. Supervise support positions in the accounting area.
2. Manage and provide oversight for payroll and related issues for NCAA and subsidiaries.
3. Oversee audit and IRS filings of NCAA and subsidiary staff benefit plans.
4. Oversee implementation and maintenance of payroll functions within Ultipro payroll and human resources system.
5. Serve as co-liaison to the Division III Strategic Planning and Finance Committee and provide accounting support for the Division III Championships Committee and other Division III programs.
6. Assist with ongoing Oracle financial system improvements and additional functionality.
7. Manage and provide oversight for accounts receivable function. Ensure accounts are collected in a timely manner and write-offs are minimal.
8. Oversee credit card accounts, processes and PCI compliance.
9. Assist internal audit in performing financial reviews for selected Division I Men's and Women's Basketball sites and other championships as needed.
10. Perform daily cash management activities for NCAA and NIT.
11. Perform and review various monthly, quarterly and annual reconciliations and analyses (cash, accounts receivable, fulfillment, etc).
12. Assist with month-end financial close and reporting.
13. Prepare monthly financial reporting.
14. Prepare and assist with reviewing year-end audit workpapers.
15. Provide support for the financial statement audit and other audits/reviews of the accounting department.
16. Assist in preparation of the annual financial statements, footnotes, and supporting schedules.
17. Provide assistance with general accounting and ledger maintenance each month and at year-end.
18. Prepare championship financial reports as assigned.
19. Review and approve disbursements for propriety and process for payment in a timely manner.
20. Administer Sports Sponsorship and NIT revenue distributions as well as provide guidance/support with Grants-in-Aid distribution.
21. Communicate and assist NCAA staff with compilation and management of their approved budgets.
22. Review selected group monthly budget to actual reports.

23. Provide oversight and maintenance of NIT accounts and activities.
24. Oversee fulfillment financial activities and licensing contract billings.
25. Provide oversight for tracking within and maintenance of online championships host system.
26. Oversee distributions related to certain legal settlements.
27. Perform special projects as assigned.

**Minimum Requirements:** The position requires a bachelor's degree in accounting and a certified public accounting (CPA) license or an MBA. Five to seven years of experience in accounting and at least 3 years of management experience are mandatory. Must have the ability to communicate effectively (both orally and in writing), good organizational skills, a working knowledge of automated accounting systems (Oracle experience preferred), and financial reporting experience. Must have advanced Microsoft Excel skills; Microsoft Access skills are helpful. Public accounting experience is preferred.

All candidates should visit [www.ncaa.org](http://www.ncaa.org) to submit a cover letter and resume by January 20, 2012. Faxed, mailed or emailed resumes will NOT be considered.