



**LA84 Foundation**  
**Position Posting: Director, Finance + Operations**

**THE ORGANIZATION:** As a legacy of the 1984 Olympic Games, the LA84 Foundation continues to be a nationally recognized leader in support of youth sport programs and elevating the importance of sports in positive youth development. LA84 seeks to provide an opportunity for every child to participate in sports and experience the wide range of positive outcomes associated with youth sport participation. Since its launch in 1985, LA84 has invested millions in the communities that supported the Games, reaching more than 3 million youth throughout Southern California, from Santa Barbara to San Diego County. The LA84 Foundation continues to promote the spirit of the 1984 Olympic Games by convening and engaging local, national and international audiences about the role of sport in society, and the impact of the Olympic Games on host cities, especially as we look ahead to the 2028 Games. LA84's headquarters is located in the historic Britt House near downtown Los Angeles, where it houses meeting facilities and the world's premier sports library. For more information, please visit [www.la84.org](http://www.la84.org).

**Position Summary:** Reporting to the Chief Operating and Financial Officer (COFO), the Director, Finance + Operations, is a member of a high performing team, responsible for managing all finance, accounting, tax, and co-managing IT, facilities, human resources and related reporting activities for the LA84 Foundation and a related entity, while working with an external accounting team. The incumbent will be a key partner to the COFO, supporting to generate materials to present to various Board committees, including Finance and Administration, Investment and Audit. The Director of Finance + Operations will ensure that LA84 Foundation and related entities have the systems and procedures in place to support ongoing operations. This professional will work and communicate with colleagues across the organization in supporting the administration of the overall operations of the Foundation.

Seeking a strategic, collaborative team member with outstanding communication and a desire to be a key contributor to managing the organization's finance operations. The ideal candidate will have experience working in a complex nonprofit organization and comfort with the complexity of working with multiple programmatic entities and a substantial investment portfolio.

**RESPONSIBILITIES:**

**Financial Management**

- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintain internal control and safeguards for revenue, expenditures, and budgets.
- Manage all aspects of accounting and month-end close and provide regular updates and internal reporting to the COFO and other executives as requested.
- Oversee and manage accounting systems and software.
- Coordinate all audit activity.
- Consistently produce, edit, and analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep colleagues abreast of the Foundation's financial status.
- Review and monitor, financial systems, policies and procedures, and make recommendations as needed for streamlining, efficiency, security and compliance.
- Prepare monthly operating cash transfer recommendations for LA84 and related entities.

- Work with external tax accountant to manage tax payments and filings for LA84 Foundation and related entities.
- Support relationships and workflow with outside auditors and accountants.
- Support and oversee the direct services of finance and operations staff.
- Ensure adherence to internal controls including separation of duties and compensating controls.
- Together with the COFO, develop annual operating budget; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Support the engagement of the Board's Audit and Finance committees.
- Maintain responsibility for tax planning, reporting, and filing in compliance with all federal, state, local, payroll, and other applicable taxes.

### **Investments**

- Monitor activity and investment documentation in various online platforms.
- Oversee/maintain monthly/quarterly investment reconciliations, with finance support staff.
- Oversee/maintain reporting for excise tax calculation purposes.

### **Management and Leadership**

- Co-create departmental goals to coherently support success across the entire Foundation.
- Supervise and leverage strengths of the Finance team members, help to clarify roles and responsibilities and support their professional development.
- Lead cross functional teams to support ad-hoc, policy and procedure, or system development or enhancement projects.

### **Business Operations**

- Oversee Coordinator responsible for processing payroll and payables. Evaluate associated procedures in place with these activities and recommend changes, streamlining and enhancements, where appropriate.
- Support COFO interface with external vendors to evaluate and recommend insurance coverages.
- Ad hoc projects as assigned.
- Support COFO in all duties relevant to the continuous improvement and success of the Foundation.

### **Qualifications and Skills:**

- 8+ years of accounting and finance experience in, or related to, a complex non-profit organization, with private foundation experience an advantage.
- Strong working knowledge of GAAP-based nonprofit accounting; with preference towards someone with deep experience in nonprofit or foundation finance, tax, and accounting with demonstrated financial literacy and fiduciary responsibility.
- Solid experience coordinating audit activities and managing reporting, and accounts payable and receivable, general ledger, payroll, and accounting for investments.
- Robust Excel skills, including financial modeling and creating and adapting reports, tables and charts.
- Co-create departmental goals to coherently support success across the entire Foundation.
- Supervise and leverage strengths of the Finance team members, help to clarify roles and responsibilities and support their professional development.

- Lead cross-functional teams to support ad-hoc, policy and procedure, or system development or enhancement projects.
- Excellent initiative, taking ownership of projects, with consistent communication updates/feedback, and is a willing collaborator and thought partner.
- Ability to manage projects with precision, remain organized, and pay close attention to detail while simultaneously attending to the big picture. Uses discretion and sound judgment.
- Keen analytic, organization, and problem-solving skills, which allows for strategic data interpretation vs. simple reporting.
- A sense of humor and the ability to contribute to a collegial, respectful, and supportive team environment.
- Mission-driven with a demonstrated passion for LA84's work; actively models organizational values through daily actions and behaviors.
- Excellent interpersonal skills with a collegial and collaborative approach.
- Adaptability to last-minute changes with the ability to make informed decisions.
- Proven results-oriented collaboration and communication skills.
- Experience working interdepartmentally and collaboratively with staff and volunteers.
- Excellent written and verbal communication skills.
- Management experience in human resource policy and practice an advantage.
- 4+ years of supervisory and staff coaching and development experience.
- Bachelor's degree in accounting, finance or related field required
- CPA or MBA, a strong advantage.

#### Working Conditions:

- General office environment, depending on health and safety precautions. Working in a hybrid working environment with a minimum of three days/week on-site.
- Physical demands include lifting and moving equipment and supplies up to 25 pounds, visual acuity in reviewing detailed computer records, physical requirements related to sports activities and periodic travel.
- Occasional weekend, late afternoon, and evening hours.

The above description is intended to describe the general nature and level of work performed and is not intended to limit the scope of potential work assignments.

#### **BENEFITS AND SALARY:**

Medical, dental, vision, life, 401k employer contribution, thirteen paid holidays, two floating holidays, one week winter holiday office closure.

The salary range is \$130,000 - \$150,000.

**To apply:** LA84 has retained Vista Search Partners as the exclusive recruiting partner for the position. Please use the link below to apply and a representative from Vista Search Partners will contact you. Questions can be emailed to [admin@vistasearchpartners.com](mailto:admin@vistasearchpartners.com). Review of applications will continue until the position is filled.

[CLICK HERE TO APPLY](#)

LA84 Foundation is an equal opportunity employer committed to fostering an inclusive environment. We welcome candidates of all backgrounds and will not discriminate against any individual based on race, color, sex, pregnancy, national origin, age, religion, marital status, sexual orientation, gender identity, gender expression, military or veteran status, disability, or any factors prohibited by applicable law.