



### Position Description

**Title:** VP Finance and Controller

**Department:** Administration

Salary: \$175,000 - \$200,000

### Position Overview

The VP Finance and Controller will oversee the ITHF's entire accounting operation, managing financial reporting and statements, and ensuring regulatory compliance and supports the CEO and the COO in the oversight and administration of the International Tennis Hall of Fame's business.

### Key Responsibilities

- Prepare and present internal and external financial statements, ensure compliance with Generally Accepted Accounting Principles, and analyze financial performance.
- Oversee daily accounting tasks, including accounts payable, accounts receivable, payroll, and the general ledger.
- Manage the annual budgeting process, develop financial models, and create cash flow projections to support strategic planning.
- Ensure adherence to all relevant tax laws, regulations, and internal policies to protect company assets and maintain financial integrity.
- Design, implement, and enhance internal controls to improve efficiency and prevent fraud or errors.
- Lead the annual audit of the organization with coordination from external and internal auditors to ensure financial accuracy and compliance.
- Lead, mentor, and support the accounting team, fostering a positive and productive work environment.
- Provide financial insights and analysis to the executive team to guide business decisions and improve financial performance.

### Requirements & Preferred Skills

- A bachelor's degree in accounting or finance is required, with a master's degree or professional certification like Certified Public Accountant being preferred.
- Experience managing multiple programs and grant accounting
- Expert in Oracle NetSuite accounting software
- Experience in implementing systems through process improvements
- Strong analytical, communication, problem-solving, and leadership skills are essential for effectively managing finances and communicating with stakeholders.
- Advanced Excel Skills
- Proven organizational ability, analytical skills, and attention to detail.
- Effective time management skills with the ability to prioritize and handle multiple projects.
- Exceptional judgment, professionalism, and discretion in handling confidential and sensitive situations and matters.
- Ability to maintain a highly professional, positive, and flexible demeanor with rapid and shifting priorities.

### Location & Time Commitment

- Position is located at the International Tennis Hall of Fame in Newport, Rhode Island
- Evening and weekend work is required at times to support special events.
- This is a hybrid position with at least three days of in-office work required weekly.
- Attendance required for Tournament week, held annually in July and Induction Celebration weekend, held annually in August.

### About the International Tennis Hall of Fame

#### *Our Mission:*

The International Tennis Hall of Fame preserves and promotes the history of tennis and celebrates its champions, thereby serving as a vital partner in the growth of tennis globally.

The ITHF is a non-profit organization located in Newport, Rhode Island. It is a dynamic organization comprised of diverse business operations to support that overall mission.

- The Museum at the ITHF chronicles the history of tennis and the stories of its greatest champions through an extraordinary collection and interactive exhibits.
- The Hall of Fame Tennis Club is a year-round tennis facility offering junior and adult programming on three surfaces – grass, hard courts, and clay.
- Annually, the Hall of Fame hosts the Hall of Fame Open, as well as hosts the Hall of Fame Induction Weekend when the highest honor in tennis is presented to the sport's greatest champions.
- As a non-profit organization, the ITHF is active in development outreach and philanthropic programs.
- The ITHF is an engaged partner in the global tennis industry and is committed to celebrating the sport's greatest champions and promoting tennis history through strategic programming around the world.

### Application Process

Resumes with a cover letter should be submitted to: [hadmin@tennisfame.com](mailto:hadmin@tennisfame.com)