

Finance Manager

Organization: Cary Soccer Association (CSA)

Location: Cary, IL (Remote)

Job Type: Part-Time (Approximately 500 hours - Timing will vary depending on financial reporting and business needs)

Industry: Nonprofit / Youth Sports

About Us

Cary Soccer Association (CSA) is a nonprofit organization committed to developing confident, capable, and community-minded athletes through high-quality soccer programs. Serving the Cary-Grove area in IL for over four decades, CSA is supported by passionate volunteers, dedicated coaching staff, and a strong community spirit.

Position Summary

CSA is seeking a Finance & Operations Manager to lead its financial and operations functions. This individual will play a pivotal role in ensuring fiscal integrity, regulatory compliance, and operational excellence across the organization, including awareness of any changes in not-for-profit reporting and regulations. Reporting to the Treasurer of the Board, the role blends strategic oversight with hands-on management, making it ideal for a candidate who thrives in a dynamic, mission-driven environment.

Key Responsibilities

Financial Management & Reporting

- Prepare monthly financial statements, forecasts, and the Treasurer's Report using QuickBooks and Excel. Presentation of Treasurer's Report at monthly board meetings.
- Monitor bank balances to ensure liquidity and optimal returns; reconcile accounts monthly and follow up on outstanding items.
- Manage accounts payable and receivable, credit card transactions, and vendor payments.
- Collect program fees and sponsorship funds; manage installment payments and financial assistance plans.
- Process payroll and ensure timely distribution of W-2s to employees and 1099-NECs to contractors, including all required federal and state filings.
- Review annual workers' compensation insurance premiums and prepare documentation required for annual payroll-based audits.

Compliance & Audit

- Coordinate the annual review of financial statements with external auditors.
- Oversee federal and state nonprofit filings, including Form 990, AG990-IL, and Secretary of State annual reports.
- File all required payroll taxes and quarterly reports (Forms 941, IL-941, UI-3/40) via QuickBooks and the Illinois MyTax platform.
- Ensure organized maintenance of financial and compliance documentation.

Budgeting & Strategic Planning

- Collaborate with CSA leadership to develop the annual operating budget and set player fee structures.
- Track performance against budget and support financial decision-making.

Contracts & Vendor Oversight

- Review, manage, and track vendor contracts and payments (e.g., facilities, storage, uniforms).
- Assist with vendor quote evaluation and pricing strategies for uniforms and spirit wear.
- Validate vendor invoices, rebate calculations, and the application of credit memos.

Operational Support

- Support onboarding for new staff and coaches by collecting required documentation and communicating compensation terms.
- Compile and track coaching hours and referee pay reports for accurate non-employee compensation processing.
- Coordinate scholarship communications with local high schools and manage disbursements.
- Invoice families for unfulfilled volunteer hours based on tracking records.

Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, or related field preferred.
- 3+ years of experience in financial operations, accounting, or nonprofit finance.
- Proficiency in QuickBooks and Microsoft Excel; familiarity with Google Workspace.
- Knowledge of nonprofit financial practices and regulatory requirements.
- Strong organizational, analytical, and interpersonal communication skills.
- Ability to work both independently and collaboratively across various stakeholders.

What We Offer

- Flexible hybrid work schedule.
- Opportunity to make a meaningful impact on youth development in the community.
- Collaborative and supportive leadership.

- Autonomy in shaping financial and operational best practices.

How to Apply

Please submit your resume along with a brief cover letter highlighting your relevant experience and interest in the role to finance@carysoccer.org. We encourage applicants from all backgrounds who are passionate about youth sports and nonprofit services.