



NWSL Job Description

Job Title	Financial Analyst
Department	Finance
Location	Chicago, IL
Reports To	Director, Finance
FLSA Status	Exempt
Career Stage	Individual Contributor

NWSL Overview

The National Women's Soccer League (NWSL) is a Division-I professional women's soccer league featuring the most prolific domestic and international players from around the globe. The nine-team league consists of the Chicago Red Stars, Houston Dash, North Carolina Courage, Orlando Pride, Portland Thorns FC, OL Reign, Sky Blue FC, Utah Royals FC, and Washington Spirit.

Entering its eighth season of operation, NWSL is committed to building the most successful and respected professional women's sports league in the world and is guided by three principles:

- 1. OPPORTUNITY –**
Provide a platform for athletes to flourish professionally and commercially by bringing their talent and passion to the sport's best competition.
- 2. INSPIRATION –**
Foster a culture where role models inspire young fans through their shared love of the sport.
- 3. EXCELLENCE –**
Deliver a world-class product that redefines excellence and drives the sport forward.

The NWSL office is growing to meet the demands of the changing global landscape of professional women's soccer. We are looking for individuals who desire to make an impact on the future of sport in the United States.

Position Description

Reporting to the Director of Finance, the Financial Analyst will be responsible for the timely and accurate preparation of financial accounting data in a variety of areas and will assist in the day-to-day accounting operations of the organization.

Primary Responsibilities

- Ensures transactions with third parties (AP, AR) are processed in a timely fashion
- Processes wire transfers and reconciles bank account activity
- Prepares a monthly cash forecast
- Handles all aspects of the general ledger activity, including journal entries
- Analyzes account activity and prepares ledger reconciliations
- Processes payroll twice a month for all NWSL and NWSL Media staff, and monthly for all NWSL players
- Manages the monthly financial close process and prepares monthly financial statements
- Provides analytical, forecasting, reporting, and project support to management
- Coordinates filing of all quarterly and annual tax forms with 3rd party payroll provider
- Prepares the necessary working papers and account reconciliations for required reporting



NWSL Job Description

Minimum Qualifications

- Bachelor's degree in Accounting from an accredited college or university
3-5 years of relevant experience in corporate finance, financial planning & analysis, investment banking, or other related fields
- Strong understanding of bookkeeping and accounting principles
- Excellent analytical, decision-making, and problem-solving skills
- Attention to accuracy and detail
- Strong knowledge of QuickBooks, Microsoft Word, PowerPoint, and advanced in Excel.
- Competent and proficient in analytic applications
- A multi-tasker who executes without close supervision
- Excellent organizational and project management skills
- Maintains strong 'customer service' and follow-up with all team and player/employee inquiries
- Delivers high quality work and executes under pressure/deadlines
- Able and willing to travel up to 20% of the time
- Able and willing to work non-traditional hours including evenings, weekends and holidays

Desired Qualifications

- Has a strong professional and positive presence/image that represents the League both internally and externally
- Guided by strong moral and ethical principles
- Knowledge of the sport of soccer
- Pursues lifelong development and learning
- Communicates in a direct, open and honest manner
- Accountable for actions and decisions
- Seeks feedback
- Practices self-assessment and self-reflection
- Experience in Sports Industry
- Soccer experience is a plus