



Position Posting
SDHSAA Finance Director

NOTICE IS HEREBY GIVEN that the South Dakota High School Activities Association is posting a **Finance Director** position for consideration. **This position will remain open until June 5, 2026 and anticipated start date is on or around July 1, 2026 (negotiable as needed).** Applications received after 4:30 PM on June 5, 2026 will not be considered.

This SDHSAA Finance Director position serves as the primary finance official of the Association and is an executive member of the SDHSAA staff. Duties include assisting the Executive Director with the annual budget, accounting/financial functions (accounts receivable/payable, payroll, deposits, coding, vouchers, reconciliation, financial reports to the Board of directors, state and federal financial forms/reports, contracts, and other essential financial functions), annual preparation of financial statements, manifest/audit ticket sales at state events, and other duties as needed.

Required Qualification: Bachelor's degree in finance/accounting or related field.

Preferred Qualification: Experience in the financial/accounting field, experience with financial audits, experience or knowledge in school financial models.

Organized in 1905, the South Dakota High School Activities Association is a voluntary non-profit creature of SDCL 13-36-4 and is responsible for the oversight, direction, and coordination of interscholastic athletics and fine arts activities carried on by its member high schools in the State of South Dakota. Its 179 member high schools are comprised of public, private, direct federal, and federal grant high schools. Its nine-member elected and representative Board of Directors is comprised of representation within four divisions based upon size, two Board of Education member divisions based upon size, Native American School representation, and East and West River At-Large positions. The SDHSAA sanctions, directs, and coordinates 38 different state events across 27 different athletic and fine arts activities.

Interested parties should submit a letter of application, completed SDHSAA application, resume, and references to SDHSAA Executive Director Dr. Daniel Swartos via e-mail at daniel.swartos@sdhsaa.com or via physical mail addressed to:

SDHSAA
Attn: Dan Swartos
PO Box 1217
Pierre, SD 57501

Questions regarding the position should be directed to Dr. Swartos via e-mail at daniel.swartos@sdhsaa.com or via telephone at 605-224-9261.



Job Profile- SDHSAA Finance Director

Job Title:	SDHSAA Finance Director	Location:	Pierre, South Dakota
Salary:	Salary is competitive and commensurate with experience. Full benefits are offered with this position.	Position Type:	Full-Time Executive Staff (negotiable if necessary)
SDHSAA Contact:	Dr. Daniel Swartos SDHSAA Executive Director	Date Posted:	May 13, 2026
Start Date:	July 1, 2026 (negotiable)	Posting Expires:	June 5, 2026
Applications Accepted By:			
E-MAIL: daniel.swartos@sdhsaa.com		MAIL: SDHSAA ATTN: Dr. Daniel Swartos, SDHSAA Executive Director PO Box 1217 Pierre, SD 57501	
Job Description			
<p>Role and Responsibilities</p> <p>The SDHSAA Finance Director serves as the primary finance official of the Association and is an executive member of the SDHSAA staff.</p> <p>Job Responsibilities Include:</p> <ul style="list-style-type: none"> • Assisting the Executive Director and SDHSAA Board of Directors with the preparation, implementation, and monitoring of the annual budget • Accounting/Financial functions of the SDHSAA- to include accounts receivable/payable, payroll, deposits, coding, vouchers, reconciliation of bank statements, financial reports, state and federal financial forms/reports, officials contracts, and other essential financial functions • Annual preparation of financial statements, to include statements of activities, net position, and cash flows as well as supplementary information in accordance with GAAP and GASB. Annual audits are performed through the South Dakota Department of Legislative Audit • Prepare and manifest/audit ticket sales for SDHSAA playoff and state championship events • Preparation of the SDHSAA Board of Directors agenda and attend all Board meetings • Assist executive director in annual meeting/report to the South Dakota Government Operations and Audit Committee • Financial management/reconciliation of playoff and championship series events • Maintenance and knowledge of insurance policies • Attend SDHSAA Championship events as needed • Assist with SDHSAA election ballots and maintain SDHSAA Policy Manual 			

QUALIFICATIONS AND EDUCATION REQUIREMENTS

The successful candidate must possess the background, skills, and abilities necessary for providing leadership and guidance in all financial aspects of the South Dakota High School Activities Association.

The candidates must have an earned degree in a financial or related field and the ability to provide services in accounting, financial forecasting, budget preparation and implementation, payroll, and financial statement preparation.

ORGANIZATION PROFILE

Founded in 1905, the SDHSAA is a volunteer non-profit entity that serves 179 member high schools representing over 48,000 high school students in South Dakota. It is governed by a nine-member elected Board of Directors who meet six times a year. SDHSAA staff includes four administrative assistant staff and six executive staff. The executive staff is comprised of an Executive Director, three Assistant Executive Directors, a Technology Director, and a Finance Director. The SDHSAA office is located in Pierre, South Dakota. The SDHSAA provides governance for 21 sports and 14 activities, to include rules development and direct oversight of all post-season and state championship level high school events in South Dakota. We are a member of the National Federation of State High School Associations (NFHS) and provide the certification of officials in all sanctioned sports and activities.

ADDITIONAL NOTES

All submitted applications must include:

1. Cover letter
2. Completed and signed SDHSAA application
3. Resume
4. Letters of reference

Tentative timeline:

- May 13, 2026: Job is posted
- June 5, 2026: Application deadline
- June 10-11, 2026: Interviews and candidate selection
- June 15-30, 2026: Paid transition days as necessary and if possible
- July 1, 2026: Anticipated start date (negotiable if necessary)

Questions regarding the position should be addressed to SDHSAA Executive Director Dan Swartos via e-mail at daniel.swartos@sdhsaa.com or via telephone at 605-224-9261.

Applications can be e-mailed to daniel.swartos@sdhsaa.com or mailed to:

SDHSAA
Attn: Dr. Daniel Swartos, SDHSAA Executive Director
804 N. Euclid Suite 102
PO Box 1217
Pierre, SD 57501