

Job Summary

The PLACE seeks a proactive, organized, detail-oriented, highly collaborative, and adaptable team player. The Finance Director position is a new role for the organization, and the person will report directly to the Chief Operating Officer (COO). This role will be responsible for a variety of systems development and implementation projects and requires an entrepreneurial mindset to build and lead a business office of excellence for the organization. The person in this position will be responsible for bringing the accounting functions in house from The PLACE's third-party accounting company.

The Director will lead finance, accounting, federal/state/foundation grant compliance, and contracting aspects of the business including Medicaid billing. The Finance Director manages the Accounting Generalist and works collaboratively with the Grant Finance Manager and the Grant Compliance Manager.

Responsibilities

Fiscal management, including development and oversight of budgets, payroll, reporting and monitoring transactions and procurement.

- Lead annual budget development and revisions for the organization.
- Lead budget development and reporting for grants and grantees/partners.
- Partner with the leadership team on all aspects of the organization's fiscal endeavors.
- Responsible for all finance and accounting policies and policy updates.
- Support CEO, COO, Chief Development Officer (CDO) and Board of Directors with financial reports and projections
- Actively manage all daily accounting and financial operations including processing payroll and ensuring that payroll journal entries are posted in a timely manner.
- Review and signoff on all reconciliations including bank, benefits, payroll, and miscellaneous accounts. Oversee banking activities and actively manage cash flow.
- Prepare accurate internal and external financial statements in a timely manner.
- Manage all billing, invoicing, accounts receivable, and accounts payable functions/staff.
- Manage expense and reimbursement policies and procedures ensuring timely processing and payment.
- Work with the company's insurance brokers to update insurance and employee benefits on an annual basis and manage payments to vendors.
- Manage external banking relationships.
- Ensure proper accounting for all grants and subrecipient grants.
- Monitor and maintain appropriate internal controls.

- Oversee regulatory reporting, including tax planning and compliance.
- Oversee the annual audit and preparation of the Form 990 annual tax return.
- Act as the audit liaison, coordinating activities with its independent Auditor to ensure the annual audit is completed smoothly and in a timely manner.

Operations systems design, implementation, and management

- Grant management, compliance, and reporting.
- Contract review and negotiation.
- Vendor and consultant management.
- Document retention and compliance.
- Process evaluation and process improvement.
- Systems development for tracking and reporting across organization's functional areas.
- Agency policy development and review.

Minimum Qualifications:

- Five to seven years of nonprofit financial management experience with organizations with operations in excess of \$3 million per year.
- Experience with QuickBooks
- Experience with accounting and managing State and/or Federal grants.
- Bachelor's degree in relevant field or a combination of education and experience equivalent to a bachelor's degree (8 years).

Preferred Qualifications:

- Master of Business, Finance, Accounting.
- Certified Public Accountant designation.

Knowledge, Skills, and Abilities

- Proven experience building, managing, and auditing internal systems.
- Self-directed and comfortable working autonomously.
- Analytical, technical, and problem-solving skills.
- General accounting and financial reporting procedures in accordance with the State of Colorado, GAAP, Omni-Circular, and OMB Circular A-133
- State of Colorado contract/grant budgeting/reporting procedures and requirements
- Payroll reporting and processing of payroll taxes.
- QuickBooks online experience and setup/implementation
- General office software, particularly Microsoft Office Suite, and accounting software packages
- Systems design and implementation
- Process improvement and process evaluation

Application Process:

Applications will be reviewed on an ongoing basis and the position will remain open until a candidate is selected. For best consideration, please apply by October 8, 2023.

Please submit a cover letter, resume, and three professional references who can speak to the required skills and experience to employment@theplacecos.org. In your cover letter, please highlight your experience building and implementing effective financial systems and structures that support a business office of excellence.

Benefits

Salary/Benefits \$72,000-\$85,000 salary range. Comprehensive benefits, including medical, dental, vision, life insurance, short- and long-term disability, and generous time off.

The PLACE is dedicated to equal employment opportunities in any term, condition, or privilege of employment. The PLACE prohibits unlawful discrimination against applicants or employees based on race, color, religion, sex (including pregnancy, gender identity or expression, and sexual orientation), parental status, marital status, national origin, ancestry, creed, age, disability, genetic information (including family medical history), political affiliation, military service, protected veteran status, other non-merit-based factors, or any other characteristic protected by federal, state, or local law. This policy applies to all employees including managers, supervisors, and co-workers.