

## FINANCE DIRECTOR POSITION DESCRIPTION

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Parent Possible equips parents with the tools and information to be their child's most valuable teacher, trainer and mentor in life. We promote and oversee delivery of three proven parent engagement programs, providing access and support, ensuring efficacy and impact, and advocating and collaborating with early childhood partners across the state.

The Finance Director is responsible for the day-to-day fiscal operations of the organization, including accounts payable, budgeting, audit, fiscal management of grants and contracts, human resources, payroll, and reporting.

### KEY DUTIES AND RESPONSIBILITIES:

#### ACCOUNTS PAYABLE

- Reviews and verifies invoices and their accompanying payment requests to ensure compliance with policies and procedures
- Prepares invoices and inputs in the accounts payable system
- Reviews travel claims to ensure accuracy and completeness of justification
- Prepares entries to record cost allocation or adjustments in the financial system;
- Provides advice to sites regarding procedures relating to accounts payable, match requirements and travel claims; and
- Responds to inquiries from funders, sites and contractors regarding the status of their payments.
- Ensures that reimbursements are in line with the policies and procedures applicable to the type of expenditure;
- Receives cash and checks, prepares and reconciles the cash receipts, and prepares regular bank deposits;

#### BUDGETING

- Supports the Executive Director in the development and preparation of the annual budget.
- Develops and manage systems to track performance against budget, restricted funds, and provides monthly analysis and reporting to the Executive Director and prepare financial reports for the Board of Directors.

#### AUDIT

- Provides staff leadership to the annual audit process.
- Oversees the preparation and update of federal and state filings and registrations.
- Maintains the organizations' insurance policies
- Ensure submission of policies to additional named certificate holders as required by certain funders.
- Maintains financial documents in central files

## FISCAL MANAGEMENT OF GRANTS AND CONTRACTS

- Reviews sub-recipient budgets for accuracy prior to subcontracting.
- Manages sub-recipient grants payment processes,
- Provides technical assistance and conduct risk-based monitoring of sub-recipients to ensure compliance with grant requirements.
- Reviews sub-recipient audits/financial statements annually and maintain sub-recipient files to ensure that they meet financial and legal requirements.

## HUMAN RESOURCES AND PAYROLL

- Manages payroll processes.
- Maintains employee personnel records.
- Remains current on human resources law, reviewing pertinent policies with employees and assisting with human resource related questions from employees.

## REPORTING

- Prepares aggregate reports and requests for reimbursement for state and federal funders.
- Prepares financial reports in a variety of formats required for submission and reporting to foundation and other funders.

## QUALIFICATIONS

- A minimum of a Bachelor's degree in accounting is required, a Master's degree preferred, or the equivalent years of management-level finance experience will be accepted
- Five years prior experience as a nonprofit accountant required; a minimum of three years of supervising a finance department is required
- Experience budgeting for a non-profit or government organization, cost control principles, and Generally Accepted Accounting Principles required
- Knowledge of sophisticated accounting software applications required (Quickbooks preferred)
- Knowledge of federal and state financial regulations, AmeriCorps experience a plus.
- Proven ability to analyze financial data and prepare financial reports, statements and projections
- Detail-oriented, organizational skills, time management skills and the ability to learn new task quickly, excellent verbal and written communication skills
- Strong interpersonal, supervisory and customer service skills required
- Must be well organized, ability to multi-task, work under pressure and meet deadlines required, ability to problem-solve and prioritize
- Ability to work independently and as part of a team and take on new tasks with high level of difficulty
- Must be PC proficient and able to thrive in a fast -pace setting. Must have strong experience with Excel spreadsheet layouts and Word.
- Work requires willingness to work a flexible schedule when needed.

## OTHER POSITION INFORMATION

This is a full-time, salaried and benefited position in a professional office environment. The anticipated salary range for this position is \$68,000 - \$70,000 with a strong benefits package with health insurance, paid time off, and retirement benefits. The position is on-site at our Denver office. Some in-state and out-of-state travel will be required. All Parent Possible employees must be able to pass a comprehensive background check.

Interested candidates should submit a cover letter, resume, and three references to [search@parentpossible.org](mailto:search@parentpossible.org).