



PROSPERITY DENVER FUND

Finance and Operations Manager

Job Description

Prosperity Denver Fund (PDF) helps expand the number of Denver students from modest backgrounds who can build bright futures as they graduate from high school and go on to college and careers. PDF's work is made possible through a portion of the city's sales tax. The organization now seeks a Finance and Operations Manager to join a creative and committed team in "funding the futures" of Denver's young people.

About the Position: The Finance and Operations Manager will report to the CEO and will be responsible for managing and executing Prosperity Denver Fund's finance and business operations. In partnership with a contract accounting firm and PEO (professional employment organization), this position will facilitate and create systems, processes, and policies to ensure staff and management are supported to achieve the goals of the organization. The F&O Manager will build financial models and produce reports as needed to support the work of the staff and Board of Directors.

Responsibilities:

Financial Planning:

- Works closely with the CEO to develop and maintain agency wide planning, budgeting, financial forecasting, objectives, and initiatives to achieve strategic and operational goals.
- Responsible for overall external and internal financial reporting, operations, internal controls, agency budgets and forecasts.

Finance Operations

- Oversees the contract accounting firm involved in billing, accounts payable and financial reporting.
- Coordinates annual financial audit; works with accounting firm, CEO, and auditor to ensure timely audit and 990 tax form completion.
- Develops, implements, and updates finance/accounting policies, procedures, and protocols.

Grants Management

- Works closely with the Program Director and Director of Data and Evaluation to facilitate the grant distribution process.

Data/Evaluation:

- Works closely with the Director of Data and Evaluation to develop reporting that integrates program and financial data.

Human Resources

- Works with PEO to ensure accurate administration of human resources services including payroll and benefits management.

Organizational Operations

- Oversees relationships with landlord, IT consulting firm, internet service provider, and other vendors to ensure efficient and effective systems support the work of staff both in the office and remotely.

Qualifications:

- Bachelor's degree in accounting, finance, business administrations, or in a related field required, or any equivalent combination of education and/or experience. Master's degree in business administration, organization management, or related field preferred.
- Five years of progressive experience in finance or accounting and five years of experience serving in a business, finance, or operations role of a nonprofit or community organization or business. Financial planning and analysis experience.
- Outstanding computer skills including Microsoft Office, Quickbooks, and experience with CRM systems and/or other types of databases.
- Ability to produce and meet deadlines in a small office with a fast-paced and changing environment and have proven written and oral communication skills.
- The desire and ability to work with passion, diligence, and humor; usually days, but nights and weekends if needed.

Working Environment:

- This is a hybrid position working at least 2-3 days per week in an office in Central Denver.
- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding, and manipulating a computer mouse
- Regular activities require the ability to quickly change priorities which may include and/or are subject to the resolution of conflicts
- This position requires the ability to clearly communicate to perform essential functions.

Starting salary and benefits: \$80,000 – 90,000 plus medical, retirement benefits and Trusted Time Off (unlimited PTO).

To apply, submit cover letter and resume via this link:

<https://prosperitydenverfund.egnyte.com/ul/a2Abx0k396>

Prosperity Denver Fund is an equal opportunity employer. We are committed to a policy of equal employment opportunity for all applicants and employees and do not discriminate against any person or organization based on age, race, ethnicity, sex, color, creed, religion, disability, national origin, sexual orientation, transgender status, gender identity, gender expression, marital status, veteran status or

political affiliation. All employment decisions comply with applicable Federal Employment laws prohibiting discrimination in employment. We strive to be a workplace where a diverse mix of talented people can thrive and contribute their best work to achieve our mission. Our staff are not allowed to be employees or officers of the City and County of Denver.