



SAFEHOUSE DENVER INC.
JOB DESCRIPTION

Director of Finance

Reports to: CEO – Chief Executive Officer

Position Information:

- Full time, 40 hours per week
- Exempt position
- Salary: \$80,000 to \$95,000

Equal Employment Opportunity Statement: SafeHouse Denver, Inc. is dedicated to the principles of equal employment opportunities. We provide equal employment and advancement opportunities to all individuals based on job-related qualifications and their ability and willingness to perform the duties necessary to accomplish the job, without regard to race, color, religion, creed, sex, marital status, national origin, age, sexual orientation, gender variance or identification, disability, military status economic status, citizenship status, and/or veteran status. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment or bias based upon these grounds.

Position Summary: Under the supervision of the Chief Executive Officer at SafeHouse Denver, this senior level position is a member of the management team and is responsible for all accounting and financial activities of a \$2M Operating Budget for SafeHouse Denver, including supervision of one full-time Operations Assistant. NOTE: given the demands of the position, this is primarily in-office work and not remote.

DUTIES AND RESPONSIBILITIES:

ACCOUNTING

- Ensure that appropriate accounting procedures are in place to meet the reporting and management needs of the organization with \$2M Operating Budget
- Ensure that appropriate financial controls are in place and followed
- Accurately prepare monthly financial reports for review by Finance Committee and presentation to Board of Directors
- Develop and update financial policies and procedures for approval of CEO and Finance Committee
- Provide cash management assistance to CEO
- Prepare annual budget by program/class with input from Program Directors, Chief Development Officer and CEO
- Prepare specific budgets for grant applications
- Track, manage and invoice expenses for government grants on a monthly basis
- Ensure accuracy of accounting and documentation for government grants to satisfy accountability requirements and fiscally- responsible use of funds

- Provide financial information for grant reports prepared by Program Directors and Development personnel
- Perform all accounting functions including data entry using QuickBooks Desktop software
- Manage annual audit process, provide required documentation, review financial reports and notes to financial statements for accuracy
- Manage annual preparation of tax return (Form 990), provide required documentation and review for accuracy
- Open mail with Development personnel, enter deposits into QuickBooks, make deposits and balance revenues monthly with Development Abila Donation software
- Enter credit card transactions from all sources into QuickBooks
- Manage Accounts Payable and prepare checks for signature of CEO or pay electronically and submit to CEO for approval, create and submit Forms 1099
- Manage Accounts Receivable and follow up on past due accounts
- Review status of restricted funds and keep appropriate personnel informed of the availability of funds and restrictions

PAYROLL & BENEFITS

- Prepare bi-weekly payroll. Submit to PEO for processing, review payroll reports for accuracy and submit to CEO for review and approval
- Maintain personnel files
- Submit 401(k) payments to Recordkeeper, ensure accuracy of reporting, review and approve Form 5500 for submission

ADMINISTRATIVE

- Manage contracts for utilities, office equipment, order office supplies and items required for programs
- Troubleshoot computer system (with CEO input) and work with IT consultant as requested
- Provide appropriate supervision of the Operations Assistant and assign administrative tasks as appropriate (i.e., filing, document scanning and shredding, invoicing support, gift card management, audit support, supply organization, etc.)
- Any other activities as requested
- All other duties as assigned

Requirements/Qualifications: Minimum of 7-10 years accounting and finance experience in a nonprofit environment is required. Prior experience in running the entire finance function in a nonprofit is required. Degree in accounting or equivalent education. Minimum of 5 years management and supervisory experience. Excellent mastery of QuickBooks and Excel is required and the successful candidate will need to demonstrate proficiency in each. Excellent analytical and budgeting skills. Ability to work collaboratively in a team environment with a positive attitude.

Compensation/Benefits: Extremely competitive salary in the range of \$80,000 to \$95,000, DOE. Excellent benefits including 95% employer-paid health insurance, 100% dental, LTD, and Life. Generous vacation, holiday and sick leave policy, among other benefits.

How to Apply: Send cover letter with resume no later than June 25, 2021 to Victoria McVicker, CEO, at vmcvicker@safehouse-denver.org. Applications without a cover letter will not be accepted.