



## JOB DESCRIPTION – SENIOR DIRECTOR of FINANCE/CONTROLLER

Job Posting Senior Director of Finance/Controller

Position Status Full-time, exempt (salaried), primarily remote position (i.e. hybrid). Bi-monthly in-person meetings in the Denver metro area will be required. Preference given to Colorado-based candidates.

Reports to CEO

Salary/Benefits \$95,000 - \$115,000 salary range  
Comprehensive benefits, including medical, dental, vision, life insurance, short- and long-term disability, and trusted time off.

### Background

The Attainment Network is a 501(c)(3) based in Denver, Colorado. The Attainment Network aligns partners and drives collaboration to strengthen education to workforce systems that support every learner on their path to family-living wage employment and economic opportunities. We mobilize K-12 schools and districts, postsecondary institutions, state agencies, local municipalities, nonprofits, private sector partners, and learners to ignite and accelerate systems change.

### Job Summary

The Attainment Network seeks a proactive, organized, detail-oriented, highly collaborative and adaptable team player. The Senior Director of Finance position is a new role for the organization, and the role will report directly to the CEO. This role will be responsible for a variety of back-office systems development and implementation projects and requires an entrepreneurial mindset to build and lead a business office of excellence for the organization. The Senior Director will lead finance, accounting, human resources, federal/state/foundation grant compliance, and contracting aspects of the business. The Senior Director of Finance will also have the opportunity to hire and supervise a part-time office manager and a part-time bookkeeper.

### Core Responsibilities

- Fiscal management, including development and oversight of budgets, 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 COO and program operations team to ensure effectiveness of partnership model, including financial modeling, grant compliance and partner accountability
- Responsible for all finance and accounting policies and policy updates
- Support CEO 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 the external banking relationship
- 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 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
  - Company policy development and review
  - Board of Directors support
- Human resources management and support
  - Serve as day-to-day point person for HR function
  - Compliance with policies and procedures
  - Talent search coordination and support
  - New hire onboarding and support; offboarding
  - Create and provide training and oversight for HR processes
  - Maintain personnel and related data in HR system
  - Performance management processes

- Payroll issues resolution

#### Required Experience

- Five to seven years of financial management experience with organization with operations in excess of \$3 million per year
- Experience with accounting and managing State and/or Federal grants
- Proven experience building, managing and auditing internal systems
- Prior experience in nonprofit, higher education and/or workforce development
- Self-directed and comfortable working autonomously
- Analytical, technical, and problem-solving skills
- Experience with basic project management tools, Microsoft tools, and virtual collaboration tools
- Familiarity with remote work environment (e.g., Zoom, Teams, etc.), and access to a stable workspace with reliable internet

#### Education and Training

- Associate degree or equivalent professional experience in related field
- Certified Public Accountant designation preferred

#### Knowledge Of

- General accounting and financial reporting procedures in accordance with the State of Colorado, GAAP, and OMB Circulars A-133 and A-122
- State of Colorado contract/grant budgeting/reporting procedures and requirements
- Human Resources related laws, regulations and practice
- Payroll reporting and processing of payroll taxes
- Employee benefits, including managing health care and retirement plans
- Current Health Care sector environment and trends
- General office software, particularly Microsoft Office Suite, and accounting software packages
- Systems design and implementation
- Process improvement and process evaluation

#### Application Process:

Deadline to apply: Rolling deadline through October 31, 2023.

Please submit a cover letter, resume, and three professional references who can speak to the required skills and experience to [Admin@attainmentnetwork.org](mailto:Admin@attainmentnetwork.org). In your cover letter, please highlight your experience building and implementing effective financial systems and structures that support a business office of excellence.



*The Attainment Network is dedicated to equal employment opportunities in any term, condition, or privilege of employment. The Attainment Network 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.*