JOB DESCRIPTION – SENIOR DIRECTOR of BUSINESS OPERATIONS

Job Posting  Senior Director of Business Operation

Position Status  Full-time, exempt (salaried), primarily remote position (i.e. hybrid). Some in-person meetings in the Denver metro area will be required; preference given to candidates in the Denver metro area.

Reports to  CEO

Salary/Benefits  $90,000 - $110,000 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 and highly adaptable team player. The Senior Director of Business Operations 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 systems development and systems ownership and requires an entrepreneurial mindset to build and lead a business office of excellence for the organization. The Senior Director will provide support to and be involved with the finance, accounting, human resources, federal/state/foundation grant compliance and contracting aspects of the business. The Senior Director of Business Operations will also hire and supervise a part-time office manager and a part-time bookkeeper.

Core Responsibilities
• Systems design and implementation
  o Grant management, compliance and reporting
  o Contract review and negotiation
  o Vendor and consultant management
  o Document retention and compliance
  o Process evaluation and process improvement
  o Systems development for tracking and reporting across organization’s functional areas
  o Company policy development and review
• Fiscal and operations management, including oversight of budgets, monitoring transactions and procurement
o Actively manage all daily accounting and financial operations including processing payroll and ensuring that payroll journal entries are posted in a timely manner
o Manage expense and reimbursement policies and procedures ensuring timely processing and payment
o Review and signoff on all reconciliations prepared by the Bookkeeper including bank, benefits, payroll, and miscellaneous accounts. Oversee banking activities and actively manage cash flow
o Prepare accurate internal and external financial statements in a timely manner
o Assist in budget preparations and revisions for the organization and its contracts
o Manage all billing, invoicing, accounts receivable, and accounts payable functions/staff
o Monitor and maintain appropriate internal controls
o Responsible for all finance and accounting policies and policy updates
o Work with the company’s insurance brokers to update insurance and employee benefits on an annual basis and manage payments to vendors
o Ensure proper accounting for all grants and subrecipient grants
o Oversee the annual audit and preparation of the 990 annual tax return
o Oversee regulatory reporting, including tax planning and compliance
o Act as the audit liaison, coordinating activities with its independent Auditor to ensure the annual audit is completed smoothly and in a timely manner

• Human resources management and support
  o Serve as day-to-day point person for HR function
  o Compliance with policies and procedures
  o Talent search support
  o New hire onboarding and support; offboarding
  o Create and provide training and oversight for HR processes
  o Maintain personnel and related data in HR system
  o Performance management
  o Payroll issues resolution

**Required Experience**
- Five to seven years of financial management experience with organization with operations in excess of $5 million per year
- Experience with accounting and managing State and/or Federal grants
- 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; priority given to applications received by June 2, 2023.

Please submit a cover letter, resume, and three professional references who can speak to the required skills and experience to Admin@attainmentnetwork.org. In your cover letter, please highlight your experience building and implementing effective 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.