



## **JOB DESCRIPTION**

**Position: Finance Director**

**Reports to: Executive Director**

### **OUR WORK:**

Colorado Organization for Latina Opportunity and Reproductive Rights (COLOR) & COLOR Action Fund (COLOR AF) is a community-rooted non-profit organization that works to enable Latinx individuals and their families to lead safe, healthy and self-determined lives.

We value justice and equity for all people: creating an awareness of intersectionality and the ways it is used to either support or marginalize Latinx folks. We are community rooted and work to create intergenerational opportunity and leadership. We model sex positivity and support Latinx individuals' right to make our own decisions.

### **SUMMARY OF POSITION:**

The Finance Director is a full-time, exempt position reporting to the Executive Director. The position is based in Denver, CO.

This position is responsible for managing COLOR's multi-entity financial and budgetary functions and compliance, and ensuring timely and accurate information is available to foster effective decision-making.

## **RESPONSIBILITIES**

### **Internal**

- Ensure financial health and sustainability of all COLOR organizations and entities
- Manage financial and accounting functions including payroll, accounts payable, reports and billing, accounts receivable, contract negotiations and tax filings
- Establish, maintain and revise accounting policies and procedures
- Oversee risk management including tracking and safeguarding physical and financial assets and ensuring appropriate insurance coverage
- Assist with preparation of annual audit and 990 alongside CPA firm
- Assist on annual budget creation, working with key staff on developing their program budgets and prepare financial projections and forecasts on a regular basis
- Create and prepare financial reports (and other required reports as needed) for quarterly board meetings and present them to staff on quarterly basis
- Work alongside board treasurer and/or executive committee on financial matters

- Track 501h election budget and ensure compliance
- Work with development team and provide grant project budget support and grant reporting as requested
- Communicate with staff and constituents regarding transactions, process, timeline and general inquiries
- Manage monthly bank reconciliation
- Work closely with Managing Director and Executive Director on financial sustainability
- Monitor monthly cash flow
- Maintain accounting software, overseeing accuracy and integrity of accounting system
- Ensure timely and accurate Colorado Secretary of State reporting
- Ensure timely and accurate Small Donor Committee reporting through TRACER
- Ensure all invoices are paid and filed
- Coordinate staff Simple IRA with Lincoln Investments
- Track staff time accruals for vacation and health time, and maintain accounting for employee benefits
- Ensure staff are trained on and turn in timesheets monthly, and prepare annual percentages and functional expense reports
- Ensure staff complete monthly expense reports and reconcile their charges
- Prepare bank deposits, distributing information to the development team for tracking
- Process monthly reimbursement requests

#### **External**

- Maintain accounts and manage relationships with Fidelity investments, BoK investments, and FirstBank

#### **Qualifications**

- Experience and legal understanding of 501c3 and 501c4 organizations and financial functions
- Four years of accounting experience
- Bachelors or equivalent experience
- Collaborative and strong ability to work well with staff and board
- Data-informed
- Spanish language competency is a plus

#### **Operations**

- Attend executive committee and board meetings as needed, working closely with the Executive Director and Board Treasurer on financials
- Recruit, train, and supervise volunteers/interns/contractors assisting special projects within accounting
- Participate in organization-wide resiliency and anti-oppression work as well as staff-board retreats
- Other duties as assigned

### **SPECIAL INSTRUCTIONS TO APPLICANTS**

This position can work primarily remote with some in office days required. Flexible work schedule.

**COMPENSATION:**

Salary range based on experience is \$73,000 to \$78,000 with a competitive benefits package.

**HOW TO APPLY:**

Position open until filled. Please send resume and cover letter to [info@colorlatina.org](mailto:info@colorlatina.org) and write *Finance Director* in the subject line.