



*Mile High Youth Corps helps youth make a difference in themselves and their community through meaningful service opportunities and educational experiences.*

## **Temporary Finance and Accounting Manager**

**Summary:** For 30 years, Mile High Youth Corps (MHYC) has transformed lives, communities and the environment through meaningful youth development and service programs rooted in conservation and the community. The Finance Department is currently seeking a temporary Finance and Accounting Manager to provide accounting and finance support to the organization. Primary areas of responsibility include overseeing the accounting functions of the organization, financial grant management and compliance, financial reporting and support of benefit administration. She/he/they must be able to adapt to an evolving environment and thrive in an autonomous and deadline-oriented workplace. We expect that this will be a 3 – 4 month position from December - early April 2022.

**Reports to:** Senior Director of Finance and Planning

### **Essential Functions:**

- Grant and contract financial management including tracking, invoice creation and billing, reporting, budgeting, budget modifications, expense and match documentation and compliance, forecasting, and monitoring and coordinating with program staff.
- Manage accounting systems and functions including: accounts payable, accounts receivable, grant billings, bank deposits, reconciliations, and cash management.
- Provide oversight to ensure timely and accurate recording of all transactions, maintenance of the general ledger, monthly account reconciliations.
- Oversee Accounts Payable to ensure all payments are timely, accurate, and coded correctly.
- Oversee Accounts Receivable to ensure all incoming funds are handled securely and deposited in a timely manner to the correct accounts.
- Manage monthly reconciliation of fundraising and financial systems.
- Track, monitor and report temporarily restricted assets.
- Supervise payroll and provide backup for payroll processing.
- Manage staff credit cards including expense entry and reconciliation.
- Create and assist with the development of financial reports, analysis and forecasts.
- Support the Development Department and program staff with required financial information and budgets for grant applications and contracts.
- Assist in the review and updating the organization's finance and accounting policies and procedures
- Assist with budget tracking.
- Ensure maintenance of appropriate internal controls and financial procedures.
- Support benefit management including annual review of insurance coverage; assisting with ACA compliance tracking
- Other duties assigned

**Qualifications:**

**Education:** Bachelor's degree in Finance, Accounting or Business Administration.

**Required Experience:** Two years of finance experience, preferably in a non-profit setting, is required for the position. Experience working with a diverse group of people in a team atmosphere. Some supervisory experience preferred.

**Knowledge, Skills & Abilities**

- Strong commitment to Mile High Youth Corps' mission, vision and values.
- Proficient with Quickbooks, Excel and Microsoft Word.
- Knowledge of accounting principles and practices, especially as it relates to nonprofit accounting and GAAP principles and practices.
- Knowledge of government grants (including federal grants) preferred.
- Flexibility and the ability to adapt to an evolving environment.
- Ability to complete tasks in a detailed and timely manner.
- Ability to meet deadlines.
- Ability to work in a fast-paced, creative and deadline-oriented environment.
- Excellent analytical and organizational skills
- Excellent verbal and written skills.
- Ability to work independently.
- Ability to work well with people from diverse backgrounds.
- Ability to work well with others in a team atmosphere.
- Ability to pass pre-employment background check, which includes a FBI criminal background check which requires fingerprinting.
- Must be able to legally work in the United States which will be verified through the Federal E-Verify program.
- Valid driver's license with insurable driving record.

**Hours & Compensation:**

This is a full-time temporary position (35-40 hours per week) with benefits. The pay range for this position is \$29-32/hour depending on experience. Paid time off accrual begins immediately upon hire. Medical, dental and life benefits are available on the 1<sup>st</sup> of the month after working 60 days. Expected duration of this position is 3 - 4 months. Some evenings and weekend hours may be required for youth corps related functions.

**To apply, email resume, cover letter and salary requirements to:**

[staffjobs@mhyc.net](mailto:staffjobs@mhyc.net) (include "Temp Finance and Accounting Manager" in the subject line)

***Mile High Youth Corps is committed to diversity in principle and practice, both in the community at large and within the organization. We are, therefore, committed to having our internal operations and employment practices administered on a non-discriminating basis inclusive of, but not limited to, race, religion, color, socio-economic status, gender, age, sexual orientation, military or veteran status, physical or mental disability, marital status, or national origin.***

**More information can be found at [www.milehighyouthcorps.org](http://www.milehighyouthcorps.org)**