



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

## **Accounting and Grants Manager**

**Position Overview:** The Finance Department is currently seeking an Accounting and Grants 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, accounts payable, accounts receivable, and assisting with the annual audit. She/he/they must be able to adapt to an evolving environment and thrive in an autonomous and deadline-oriented workplace.

The nonprofit accounting and grants manager role offers opportunities for professional development and advancement within the organization, allowing individuals to expand their skill set and take on increasing responsibilities over time.

**Reports to:** Associate Director of Finance

### **Areas of Responsibility:**

- Lead on the general and daily accounting work and tasks of the organization
- Fiscal manager of grants, including but not limited to grant tracking, invoice creation and billing, reporting, budgeting, and expense and match documentation and compliance
- Organizational liaison for Accounts Payable, Accounts Receivable, staff credit cards, and general bookkeeping
- Ensure maintenance of appropriate internal controls and financial procedures
- Other duties as assigned

### **Building Community:**

- Serve as an exemplary community member and role model
- Strong commitment to Mile High Youth Corps' mission, vision and values, as well as MHYC's fundamental diversity, equity, and inclusion practices
- Help contribute to a collaborative and supportive environment
- Conduct position duties with exemplary organizational and time management skills

### **Qualifications:**

*MHYC is committed to hiring candidates with unique backgrounds and perspectives. If you are interested in this position but are concerned that you do not meet all of the requirements or possess all of the necessary skills, or that prior convictions or your background might disqualify you, we highly encourage you to submit an application anyway.*

### Qualified Applicants:

- Bachelors or Associates degree in Accounting preferred. Minimum of two years of professional experience may be substituted for post-secondary education or non-accounting degree.
- Knowledge of GAAP principles and practices
- Experience with nonprofit organizations preferred
- Proficient with Quickbooks and Excel
- Excellent analytical and organizational skills
- Effective written and oral communication skills
- Ability to complete tasks in a detailed and timely manner
- Be able to legally work in the United States, which will be verified via the federal E-Verify program on the first day of employment
- Undergo pre-employment background check, including an FBI Background Check, which includes fingerprinting.

### Hours & Compensation:

This is a full-time position with benefits. The pay range for this position is \$52,000-\$56,000/year 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. Hybrid schedule available up to 40% remote.

### To Apply:

Candidates are asked to provide a resume including pertinent personal and/or professional experience. ***In the absence of specific work-related experience, applicants are encouraged to describe personal experience that pertains to position requirements in their cover letter.*** Send resume and cover letter to: [staffjobs@mhyc.net](mailto:staffjobs@mhyc.net) (include the position title in the email subject line). If you have questions about the position, please email: [staffjobs@mhyc.net](mailto:staffjobs@mhyc.net).

*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. Every effort shall be made to grant reasonable accommodation for qualified people with disabilities to participate in this AmeriCorps program.*

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