

**Job Title: Director of Finance****Supervisor:** President & Executive Director**Date posted:** June 25, 2021**Overview**

Trailhead Institute is a public health institute whose mission is to advance innovation and collaboration in public and environmental health. With this in mind, the **Director of Finance** will work with the Trailhead team to further the organization's mission, to build a regenerative organization that actively works to reverse historical inequities within public health and within our organization, and to operate in accordance to our organizational drivers of collaboration, capacity and justice. Furthermore, this position will ensure that a focus on inclusivity, diversity, and equity is incorporated throughout all components of this work.

The Director of Finance is responsible for comprehensive financial management, budgeting, forecasting, and reporting for Trailhead's complex financial systems. These systems include but are not limited to the provision of administrative support and fiscal sponsorship of organizations, projects and partnerships receiving any combination of local, state, federal, foundation, private and/or other funding. This Director provides direction and leadership for long- and short-term strategic, financial plans and objectives and manages finance and accounting staff.

The Director of Finance will report to the President & Executive Director and will supervise the Trailhead Finance team. This position is based in Denver, Colorado.

**Responsibilities:***Organizational Management and Leadership*

- Directs and assures work is in line with Trailhead's mission, vision and strategic goals.
- Provide thought leadership on operational and mission impact, organizational capacity, risk factors and other key factors to inform decision making.
- Works with board to create fiscal policies to establish compliance, procedures and internal controls.
- Ensures Finance Team are trained and up to date on best practices.
- Develops timelines for organizational finance performance and monitors and evaluates organization activities.
- Researches and implements new laws and regulations, as needed, to ensure compliance.
- Cultivates partner connections and relationships.
- Acts as liaison to the Board of Directors Finance Committee.
- Develops the organization's annual budget.
- Works collaboratively with the Director's Team and project leaders to unify and integrate strategic initiatives across all activities and functions.

### *Financial Reporting and Accounting*

- Supervises and monitors the work of Finance Team staff.
- Designs and maintains the systems needed to record and report the financial activities of the company.
- Performs financial analysis, modeling and forecasting for the organization, programs and projects, as needed.
- Supervises the monthly financial close process.
- Oversees accounting systems to ensure efficiency and efficacy.
- Monitors program and organization revenues and expenses.
- Oversees financial reporting, audit activities (including annual federal compliance audit), and the filing of the Form 990.

### *Operations*

- Ensures that organizational operations meet compliance expectations for non-profits.
- Supervises the processing of biweekly payroll for all Trailhead employees.
- Ensures compliance with State Unemployment Tax Act (SUTA) and other regulations
- Acts as trustee of 401k plan, along with President & Executive Director.
- Supports the assessment of the operational oversight costs and compliance needs for fiscally sponsored projects and employees.
- Oversee issuance of annual Form W-2s and quarterly Form 941s.

### *Banking*

- Oversee banking relationships and serve as primary liaison with all financial institutions.
- Oversee and monitor banking activities of the organization.

### **Qualifications and Skills**

- Minimum 10 years' experience in finance and/or accounting; minimum 5 years leadership experience.
- High proficiency in GAAP, Federal Cost Principles and Federal Grant Management.
- Thorough working knowledge of federal and state regulations governing non-profits.
- Solid understanding of fiscal sponsorship and related operations.
- Skilled in NetSuite, Abila MIP Fund Accounting Software (or equivalent) and Microsoft Office.
- Ability to manage and oversee a large quantity of diverse accounts.
- Excellent communication skills, both written and verbal.
- Keen attention to detail, while maintaining the vision and big picture for the fiscal health of the organization.
- Strong analytical and organizational skills.
- Excellent organizational, interpersonal and communication skills.
- A successful track record in setting and managing multiple priorities.

## **Key Characteristics**

- Ability to work with varying seniority levels, including program and finance staff, managers and several external partners.
- An entrepreneurial spirit, nimble and responsive in a dynamic, fast-paced environment
- Open to new ideas and willing to step outside of one's comfort zone, fail, learn from mistakes, and maintain a continuous improvement mentality
- A team player
- Responds well and flexibly to change and stressful situations
- Commitment to the mission, vision, values, drivers and strategic direction of Trailhead Institute
- Desire to promote Trailhead's work in a professional and ethical manner

## **To Apply**

Please submit a **cover letter, resume, and three professional references** to [Hiring@Trailhead.Institute](mailto:Hiring@Trailhead.Institute). Only electronic submissions are accepted.

Applications will be accepted until the position is filled, but full consideration will be given to complete applications received by 07/16/2021. Those who do not apply by the deadline may not be considered. Review of applications will begin immediately.

This is a full-time exempt position based in Denver, Colorado. Salary range for this position is \$86,000 – \$92,000. We offer a generous benefits package including health, dental, vision, life, short-term and long-term disability, and a 401k with employer match.

Trailhead Institute is dedicated to providing equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, sex, race, color, veteran status, religion, disability, sexual orientation, gender identity, marital status or national origin. Trailhead Institute is a passionate supporter of inclusivity and welcomes applications from all communities, particularly from people of color, people within the LGBTQ+ community, immigrants or refugees, people with disabilities, and people from low- or moderate-income backgrounds.

<http://trailhead.institute/>