

**Job: *Finance Manager***

**Supervisor:** *Controller*

**Applications due by:** 10/15/2021

**Resume Review Begins Week of:** 10/18/2021

**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 **Finance Manager** 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 uphold and incorporate a commitment to inclusivity, diversity, and equity throughout all components of this work.

The **Finance Manager** will be based in Denver and acts as a liaison to half of Trailhead's programs/projects to support their financial needs with a specialization in Federal Funds Requirements. The Finance Manager is a member of the Administrative Partnership Program and helps shape the structure and services offered of the program. The **Finance Manager** will report to the **Controller** and will work in collaboration with internal and external teams and partners.

**Responsibilities:**

*Financial Liaison Duties*

- Reviews contracts for financial restrictions and reporting requirements to ensure compliance
- Reviews Accounts Payable invoices for approval and provides coding to Accounts Payable Clerk for processing
- Creates, records, and submits Accounts Receivable Billings
- Supports program/project budgeting
- Provides spenddown analysis for grant closeouts
- Generates Monthly/Quarterly/Ad-hoc financial reports for programs/projects
- Updates grant application documents, as needed
- Stays up to date on Federal Funds requirements

*Finance Team Operational Duties*

- Manages Account Code creation
- Create Vendors and Customers in the accounting system and file W-9s
- Prepares 1099s
- Assists Controller with Audit requests
- Supports Bookkeeper with check-runs
- Develops and Reviews Fiscal Policies and Procedures with the Finance Team

*Administrative Partnership Program Duties*

- Participates in biweekly meetings to discuss current challenges, evaluate the program, and review policies and procedures
- Assists in updating/maintaining Administrative Partner Portal
- Hosts kick-off meetings with partners to discuss new funding

- Orient New Partners to Trailhead's Financial Policies and Procedures
- Exercises independent judgment and discretion as a Finance Liaison for designated Partners
- Supports the execution of Trailhead's strategic plan, including timeline and key performance indicators related to assigned duties

### **Skills**

- Associate's Degree in business/accounting or equivalent experience
- Equivalent experience of 2 years working in an accounting department
- Excellent communication skills, both written and verbal
- Ability to adapt communication style to meet the needs of a variety of internal and external stakeholders
- Ability to explain Financial Reports in common language
- Ability to troubleshoot, take initiative, be forward thinking in Trailhead's financial operations
- Strong Proficiency in Microsoft Excel
- Experience with a web-based General Ledger System, Zoom, and the aptitude to learn new computer applications as needed
- Keen analytic, organization and problem solving/decision-making skills
- Demonstrated work history of coordinating and completing tasks independently and on time
- Excellent interpersonal and conflict resolution skills, able to resolve issues directly as they arise through the practice of ethical communication
- Experience working in an office setting preferred, although must also have the ability to focus, engage and thrive in a mostly-remote work environment (expected through 2021)
- Bilingual Spanish preferred; ability to communicate with partners in Spanish a plus

### **Key Characteristics**

- A successful track record in setting and managing multiple priorities
- 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 this work in a professional and ethical manner

This is a full-time exempt position based in Denver, Colorado. Hiring salary range for this position is \$58,000-\$63,000. Trailhead Institute offers a generous benefits package including health, dental, vision, life, short-term and long-term disability, and a 401k with employer match.

**To Apply:** Please submit a resume, cover letter and three professional references to [hire@trailhead.institute](mailto:hire@trailhead.institute). **No calls, please.**

Applications will be accepted until the position is filled, but full consideration will be given to complete applications received by 10/15/2021. Those who do not apply by the deadline may not be considered. Review of applications will begin the week of 10/18/2021. Only electronic submissions are accepted.



## Job Announcement

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 welcomes applications from all communities, educational backgrounds and life experiences, particularly from people of color, people within the LGBTQ+ community, immigrants or refugees, people with disabilities, and people from low- or moderate-income backgrounds.