

Job: *Finance Manager*

Reports to: *Controller*

For Job Inquiries, Office Hours will be held: 04/08/22 – 04/22/22

Resume Review Begins Week of: 04/25/22

Position Open Until Filled.

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 with 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** acts as a liaison to Trailhead’s programs/projects to support their financial needs. A member of both the Finance Team and the Administrative Partnership Program, this position 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.

The **Finance Manager** will be based in Denver. Trailhead is a primarily remote work environment; this position will be in the office up to 2 days/week.

Responsibilities:

Finance 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
- Assists Controller with Audit requests

- Supports Bookkeeper in office with weekly check-run
- Develops, Reviews, and Updates Fiscal Policies and Procedures with the Finance Team

Administrative Partnership Program Duties

- Participates in weekly 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 the 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
- Experience in preparing 1099s
- 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
- 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. Trailhead is a primarily remote work environment; this position will be in the office up to 2 days/week. Hiring salary range for this position is \$61,500-\$63,500. 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 Interview Us: We will be holding four office hours during the three-week application period. This offers you an opportunity to schedule a 15-minute call and ask any questions regarding the job announcement or about Trailhead Institute. If you are unable to make it to the scheduled office hours, check out our Finance Manager [Q&A](#). Sign up at [Calendly](#).

To Apply:

- Send resume
- And answer the following questions in a one-page document:
 1. Tell us why you're attracted to this job and Trailhead Institute.
 2. What experiences do you want to share that you would bring to this role?
 3. What other (lived) experiences should Trailhead Institute know about to understand how you approach this work?

Submit materials to hiring@trailhead.institute. Applications will be accepted until the position is filled. Resume review begins the week of 04/25/22. Only electronic submissions are accepted.

Applications will be reviewed and interviews offered to qualified applicants until the position is filled. Finalists will be asked to submit three professional references including name, relationship, email, and phone number and to participate in a second interview.

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.