



<b>JOB DESCRIPTION</b>	
<b>Job Title:</b>	Director Finance and Accounting
<b>Department/Group:</b>	Finance and Accounting
<b>Location:</b>	1800 Grant Street, Suite 725 Denver, CO 80203
<b>Reports To:</b>	CFO
<b>FLSA Status</b>	Exempt
<b>Date Prepared</b>	May 5, 2020
<b>Date Revised</b>	N/A
<b>Job Purpose</b>	
<p>The Director of Finance and Accounting is a strategic thought-partner and reports to the VP, Finance/CFO. This role requires hands-on and participative management, and the ability to lead and develop the internal team to support the following areas: all aspects of financial management, tax, treasury, cash, and accounting for contributions received and made. Develops internal controls over business systems and processes. Ensures compliance with donor intent, regulations and GAAP as well as provides senior management and customers with meaningful and transparent information. Serves as the functional lead over the accounting system related to general ledger, accounts payable, accounts receivable and reporting.</p>	

<b>Essential Duties</b>
<ul style="list-style-type: none"><li>• Responsible for the general operations of the accounting department, including month end close, the annual audit, financial reporting, distributions, accounts payable, variance analysis, account reconciliation, and management reporting. Designs, implements and oversees related accounting systems. Ensures compliance with GAAP and IRS regulations.</li><li>• Supervises four accounting staff: provides mentoring, training, direction, and evaluation.</li><li>• Develops on-line formal and informal training of gift accounting and reporting and makes this available to the university.</li><li>• Develops and ensures that the foundation has the policies, procedures, internal controls, and segregation of duties and systems in place to support effective program implementation and to ensure “clean” audits.</li><li>• Coordinates and oversees the audit and annual financial statement preparation and understands endowments and disclosure requirements, liquidity disclosure requirements, and investments,</li><li>• Reviews complex gift and fund agreements to ensure endowments are properly recorded and follow Foundation policies, audit/legal/IRS standards, and donor intent.</li><li>• Assists the CFO with reporting/analysis for the board of directors and related committees (Audit, Finance/Operations, and Investment Policy).</li><li>• Works closely and collaboratively with program leaders and their staffs, not only to educate them regarding finance procedures but also to explore how the finance function can support program operations.</li></ul>

- Oversees cash management and investment allocation of the STIP (short term investment pool). Initiates cash balancing wires between accounts; Coordinates investment sales/purchases with the CFO and outsourced CIO.
- Provides leadership to identify, coordinate, facilitate, and implement ongoing process improvement opportunities. Stays informed on industry best practices via participation in user groups, surveys, conferences, and training sessions.

**Other Duties As Assigned**

**Job Specifications**

**Knowledge and Skills**

- Expert knowledge of Generally Accepted Accounting Principles (GAAP) and not-for-profit accounting.
- Expert knowledge of business process improvements.
- Expert knowledge of financial reporting and analysis.
- Expert ability to think strategically and see the “big picture.”
- Expert ability to communicate verbally and in writing.
- Solid ability to supervise several accounting staff.
- Personal computer proficiency required, especially as related to the software referenced under “software utilized” (see below). Computer skills may be subject to testing/verification.

**Education**

Bachelor of Science Degree in accounting or equivalent combination of education and experience required; CPA required.

**Experience**

5+ years of broad finance and/or accounting and management experience required (preferably in a nonprofit organization), including hands-on experience in a complex organization that has multiple programs and a high volume of financial transactions.

**Software Utilized**

Microsoft Office Products, including Word, Excel, PowerPoint, Outlook; accounting software, donor database software.

**Supervisory Responsibility**

Supervises four (4) direct reports.

Assigns and schedules work, provides training and appraises performance. Recommends promotions, transfers, salary, interviewing and hiring actions, disciplinary discussions and terminations.

**Physical Demands and Working Conditions**

Works in a normal office environment requiring light physical effort by handling objects up to 20 pounds occasionally and/or up to 10 pounds frequently. Works with standard office equipment (such as phone, fax and personal computer). Ability to navigate stairs frequently during a business day in various work locations. Sitting at desk for most of day and working with computer.

**NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.**

**To apply, please submit cover letter and resume via email to:**

**Patty Leslie  
CFO/VP, Finance  
Patty.Leslie@cufund.org**