



## Disability Services

<b>Job Title:</b>	<b>Business &amp; Finance Manager</b>	<b>Job Category:</b>	Exempt
<b>Location:</b>	Envida	<b>Travel Required:</b>	Locally and occasional national conference travel
<b>Level/Salary Range:</b>	\$60-75K	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Roslyn Beall	<b>Date posted:</b>	
<b>Applications Accepted By:</b>			
<b>FAX OR E-MAIL: 719-633-0845 OR</b> <b>RBEALL@ENVIDACARES.ORG</b> <b>Subject Line:</b> Application - Director of Business Operations <b>Attention:</b> HR		<b>MAIL:</b> Envida Human Resources 5660 N Academy Blvd Colorado Springs, CO 80918	
<b>Job Description</b>			
<p><b><u>SUMMARY OF FUNCTION</u></b></p> <p>The Business and Finance Manager will act as a strategic partner to the CEO to ensure operational excellence and is primarily responsible for the successful management of core nonprofit business and operational functions, through the design and implementation of business plans and strategies to promote the attainment of goals.</p> <p><b><u>ROLES AND RESPONSIBILITIES</u></b></p> <p><b>FINANCE OVERSIGHT</b></p> <ul style="list-style-type: none"> <li>Identify the flow of information through the business cycles, take measures to completely and accurately capture data.</li> <li>Gather, analyze and interpret external and internal data and present to leadership.</li> <li>Provide quarterly and monthly financial reports, including cash flow and projected contributions.</li> <li>Analyze financial information, provide mentoring and feedback to the accounting department and timely financial recommendations to leadership for decision making purposes.</li> <li>Prepare and support the annual audit and Form 990 tax filing.</li> <li>Coordinate annual audit by CPA firm and prepares all related worksheets needed.</li> </ul> <p><b>BUDGETING</b></p> <ul style="list-style-type: none"> <li>Develop and manage the annual operating budgets, provide variance analysis, and recommend corrective action in conjunction with the CEO and Board.</li> <li>Ensure alignment of annual operating budget with annual operations plans and long term strategic plan.</li> <li>Develop financial models and forecasting to support strategic initiatives which offer “what-if” analyses and/or solutions to the leadership team.</li> </ul> <p><b>GRANT SUPPORT</b></p> <ul style="list-style-type: none"> <li>Ensure the timely submittal of all grant applications and interim reports.</li> <li>Manage record keeping for the grants and oversee accounting.</li> <li>Provide accurate and timely financial information, including updated projections and changes, for use in grant reporting.</li> <li>Provide allocation, tracking, and compliance around use of funds for all grants.</li> </ul>			



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### OTHER DUTIES

- Ensure the organization has the adequate and suitable resources to complete its activities (e.g. people, material, equipment, etc.)
- Represent the organization in the broader community.
- Review contracts, agreements, proposals, bids and policies as needed.
- Recommend continuous operational improvements across the organization with a proactive focus.
- Ensure regulatory compliance with current nonprofit requirements.
- Obtain a deep understanding of operational processes and then build systems to accurately and effectively capture necessary and useful data points.
- Oversee all aspects of the company's commercial insurance.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Requires full charge bookkeeping skills.
- Requires ability to carry out tasks and projects to their completion in cooperation with other staff members.
- Exercise tact, good judgement, maturity and confidentiality.
- Ability to manage nonprofit accounting software, interfacing as needed with Excel.
- Ability to work independently and meet overlapping deadlines.

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree in Accounting or Finance is required, MBA preferred.
- 5+ years of accounting, financial analysis, and forecasting experience required.
- Knowledge of finance, accounting, budgeting, cost control principles, and Generally Accepted Accounting Principles for nonprofit organizations.
- Ability to translate financial concepts to colleagues who do not have finance backgrounds.
- Management/Leadership experience.
- Experience working in a diverse environment.

### PREFERRED SKILLS

- QuickBooks and Paylocity experience preferred.

### ORGANIZATIONAL RELATIONSHIPS

- Provides advice, counsel, and support to the Board of Directors, and helps maintain and leverage an engaged, powerful Board.
- Effectively communicate and present critical financial matters to Board of Directors, CEO and leadership team.

### WORKING CONDITIONS

- The work is performed in a typical office environment during office hours, Monday through Friday.