



**THE
COLORADO
TRUST**

A Health Equity Foundation

POSITION DESCRIPTION

TITLE: Finance & Accounting Manager

DEPARTMENT: Finance & Operations

REPORTS TO: Controller

Exempt

The Colorado Trust

The Colorado Trust (The Trust) is a grantmaking foundation dedicated to ensuring all Coloradans have the opportunity to thrive. When the nonprofit PSL Healthcare Corporation was sold to a for-profit organization in 1985, the proceeds of the sale were used to create The Trust. Since then, The Trust has provided funding and resources to people and organizations across Colorado that are working to make positive changes in their communities. We work side by side with Coloradans, including people who have been left out of decision-making and are directly impacted by hardships. The Trust also provides grants and support to organizations advocating for local and statewide policies that have a positive impact on people's well-being.

The Trust strives to maintain a diverse workforce that reflects the communities we serve.

General description

The finance & accounting manager is responsible for financial statement preprocessing; day-to-day accounting; assisting the controller with audit and tax reporting requirements; assisting the Grants Department with financial forecasting, budgeting, tracking and reporting; and assuring that the financial books and records are in accordance with generally accepted accounting principles (GAAP). The finance & accounting manager serves as an employee at will of The Trust.

Responsibilities

- Assist in preparing all financial reporting, including quarterly, annual and periodic financial statements in accordance with GAAP
- Develop creative and efficient solutions for grantmaking, community action and other operations
- Prepare quarterly budget-to-actual variance analyses and report significant differences to the controller
- Prepare monthly forecasts for grant strategies and operations budgets
- Prepare documentation required during the annual audit
- Assist the controller in preparing for Investment Committee and Audit Committee meetings of The Colorado Trust Board of Trustees
- Develop and execute financial analysis and reporting for organizational forecasts and budgets
- Assist in developing financial and operational processes and procedures
- Develop, manage and support automation of financial systems
- Assist in preparing the annual capital, grantmaking and operating budgets
- Compile the Finance & Operations Department budget

- Complete accounting for all grant expenditures, including reconciliation between grant administration and accounting records
- Ensure accuracy of program-related investments, including journal entries, interest calculations and account balances according to external documentation
- Reconcile and adjust quarterly all-balance sheets and significant income statement accounts with external source documentation
- Process recurring month-end journal entries
- Create quarterly-accrual journal entries and ensure their accuracy via reconciliation schedules
- Assists with preparing and reporting the funding forecast and fund balance projections
- Manage fixed-asset accounting, including the capitalization policy, depreciation calculations, journal reclasses, fixed-asset roll-forwards, and fixed-asset account reconciliations
- Review the reconciliation of the investment management reports with The Trust's balances; identify differences and adjust when necessary
- Assist with managing the cash management system, including preparing the cash requirements report and reviewing timely bank reconciliations as needed
- Assist the Community Partnerships staff team in establishing, monitoring and reporting individual community-based grant budgets and expenditures
- Assist with developing and updating community-based financial forms as necessary.

Other responsibilities

- Respond to inquiries regarding accounting and finance in a timely and accurate manner
- Maintain knowledge of The Trust's funding programs and strategies
- Represent The Trust to external and internal constituencies, as needed
- Assume the controller's duties and responsibilities in the controller's absence, as needed
- Assume the accountant's duties and responsibilities in the accountant's absence, as needed
- Participate in staff trainings and other efforts intended to improve The Trust's alignment with our organizational values of diversity, equity and inclusion
- Assist with processing payroll and other monthly processes as needed
- Carry out other duties as assigned.

Qualifications

- A degree in business, economics, accounting or finance; or equivalent experience
- Ability to manage multiple long-term and team projects
- Ability to help select, manage and operate accounting computer hardware and software for The Trust, and manage interfaces between accounting software packages
- Ability to read, understand and identify key financial information from custodian and individual investment manager reports
- Ability to maintain a cooperative, supportive and amiable relationship with other Trust staff members
- Ability to quickly learn an organization's structure, departments and their interactions
- Ability to maintain a confidential stance with respect to the business and affairs of The Trust and those with whom it has relationships
- Leadership skills that promote credibility and confidence with the board of trustees, Trust staff and the community at large
- A personal and professional commitment to the values of diversity, equity, integrity and fairness
- Ability to build positive working relationships across differences in race, ethnicity, language, class background, gender, sexual orientation and life experiences.

Personal attributes

- Passion for and commitment to The Trust's health equity vision, and its mission of advancing the health and well-being of the people of Colorado
- Commitment to issues of community, diversity, equity, integrity and equity, social and racial justice
- Comfort serving collaborative teams of colleagues both on-site and remotely
- Ongoing commitment to improving skills and knowledge acquisition
- Ability to handle confidential issues with discretion
- Action-oriented, self-starter who can work well independently and in teams
- Creative and proactive problem solver with a focus on solutions
- Ability to effectively manage time and meet deadlines.

Salary and benefits

\$117,250 annually. The Trust offers its employees a comprehensive and competitive benefits package, including medical and dental insurance, a retirement plan, group life insurance and paid time off.

To apply

Please apply via The Trust's [online application system](#). Registration is not necessary to use this system. Document uploads may be required. The application system is currently only available in English; applicants who would prefer to apply in Spanish may [apply via email](#) if needed. All other applications must be received via the [online application system](#). Please [contact us](#) with any questions you may have.

The deadline to apply for this position is 5 p.m. MST on Wednesday, Dec. 8, 2021.

The Trust seeks talented, team-oriented individuals, dedicated to our goal of advancing the health and well-being of the people of Colorado. Additionally, as an Equal Opportunity Employer, we welcome a diversity of perspectives and experiences among our staff. For more information, please visit www.coloradotruster.org.