



WorldDenver is a nonprofit membership organization that promotes a greater understanding of world affairs and cultures. Since its founding in 2012, WorldDenver has implemented hundreds of unique exchange programs and community events to inform, engage, and connect Coloradans with experts, leaders, and ideas from all over the world.

Position: Finance & Office Manager

Reports To: Executive Director

Overview: This position serves as WorldDenver's principal manager of financial, human resources, and office systems and functions. The incumbent is WorldDenver's primary contact for the organization's financial management and holds a high degree of responsibility for stewardship of WorldDenver's budget outlook and financial health. They supervise a full-time Mission Support Coordinator and occasional interns. This position includes opportunities for advancement as the organization continues to grow.

Essential Duties and Responsibilities:

Financial management (~75%)

- Maintain accurate financial records and record monthly journal entries for monthly and year end closing, in QuickBooks for all financial activities on a modified accrual basis, following Generally Accepted Accounting Principles (GAAP) and federal grant guidelines.
- Approve expenditures and receipts, assuring correct accounting codes have been assigned to expenses and income.
- Maintain proper recordkeeping of financial transactions, safekeeping of assets, and a high degree of accuracy of financial statements.
- Establish and maintain internal controls over the bookkeeping processes and monitor ongoing activities. Identify, communicate, and correct deficiencies in internal controls.
- Manage WorldDenver's financial accounts, monitoring account balances and advising the Executive Director on prudent transfers between financial accounts.
- Prepare monthly and quarterly financial reports for the Executive Director and Treasurer of WorldDenver's Board of Directors.
- Process accounts payable in a timely manner and approve routine expenses.
- Lead annual audit/review preparation.
- Lead the annual budget preparation in collaboration with WorldDenver's Treasurer and Directors.
- Assist Directors with financial aspects of grant proposals and grant reporting requirements for funders. Perform grant fiscal management by ensuring funds are spent before expiration, and in a manner compliant with grant award agreements.
- Advise the Executive Director on opportunities for improved efficiency in operations.
- Monitor compliance with organizational policies including procurement, credit cards, expense reporting, timekeeping, record-keeping, and financial policies.



Office management (~15%)

- Maintain tax exemptions, federal grant registrations (such as sam.gov renewals), organizational memberships (CNA, WACA, GTUS), insurance requirements, and corporate registrations (such as CO Secretary of State renewals).
- Review and update organizational policies and procedures as needed.
- Liaise with IT contractors to address computer and network issues that are beyond the scope of in-house IT capabilities.
- Supervise Mission Support Coordinator and assign appropriate work to Admin interns.

Human resources management (~10%)

- Prepare and submit monthly payroll through ADP portal.
- Manage PTO and Sick Leave accounting.
- Serve as the human resources contact for employees' hiring, payroll and benefits needs, and responsibilities in compliance with the Employee Handbook.
- Administer WorldDenver's retirement plan, including reconciliation of plan invoices, retirement plan accruals, and payments and matching calculations.
- Review WorldDenver's health insurance benefits annually, advise the Executive Director on plan selection, and oversee enrollment process.
- Maintain and upgrade office systems, employee handbook, record-keeping protocols as needed.

Education/Experience:

Bachelor's degree from an accredited four-year college or university in accounting, business or nonprofit management, or other relevant field. Minimum of three years of relevant experience in financial, human resources, and/or office management. Supervisory experience is desirable, but not required.

Desired Skills and Attributes:

- In-depth knowledge of accounting, budgetary, human resources, and management principles, practices, and procedures.
- Concrete understanding of generally accepted accounting procedures and principles and the ability to apply them to difficult or complex transactions.
- Initiative to establish, communicate, and maintain new practices and procedures.
- Familiarity with laws and regulations pertaining to financial operations and personnel management within nonprofit organizations.
- Ability to prepare, analyze, interpret, and report on financial data and accounting records.
- Knowledge of local, state, and federal laws and regulations relevant to the administration of federal or state funds.
- Ability to develop, interpret, and evaluate internal policies and procedures.
- Creativity, initiative, strategic thinking, maturity, and excellent problem-solving skills.
- Computer Skills: Microsoft Office, including advanced knowledge of Excel; Google Suite applications, including Gmail, Calendar, Meet, Drive, Docs, and Sheets; Quickbooks.
- Exceptional attention to detail, strong organizational skills, and ability to manage multiple, overlapping administrative tasks with a high degree of accuracy.
- Passion for WorldDenver's mission and a desire to make a positive impact through citizen diplomacy.

Benefits: This is an exempt, full-time position with an annual salary of \$48,000 - \$53,000 depending on experience and qualifications, and includes health/vision/dental insurance, 401K with employer contribution, a monthly phone allowance, and generous paid leave.

Application Process: To apply, please send a resume and cover letter describing your background and what makes you uniquely qualified to fill this important role at WorldDenver to apply@worlddenver.org. WorldDenver will accept applications and schedule interviews on a rolling basis until November 15, 2021, and the position may be filled prior to the closing date of this announcement if a suitable candidate is identified.

WorldDenver is an Equal Opportunity employer. We are committed to recruiting, hiring, training and promoting qualified people of all backgrounds, regardless of age, race, sex, color, religion, creed, national origin or ancestry, disability, military status, familial status, sexual orientation, gender identity or expression, or any protected class under applicable Federal, State or local laws that is not listed above.