



**BOYS & GIRLS CLUBS**  
METRO DENVER



# Make a DIFFERENCE FOR KIDS

Helping Kids. Building Communities.



**JOIN US!** We are looking for mission-driven individuals to join our diverse and dynamic team. We serve kids across the Denver Metro area in an after-school and out-of-school setting.

## Accounting Manager

**Location:** Program Support Center (PSC)

**Position Summary:**

Reporting to the Chief Finance Officer (CFO), the Accounting Manager (Manager) supervises the daily operations of accounts payable, accounts receivable, cash receipts, general ledger, and payroll at Boys & Girls Clubs of Metro Denver (BGCMD). This position supervises three direct reports and collaborates across departments (Programs, Resource Development, HR, IT, and Facilities) to provide excellent financial services. This position will work closely with the CFO and other executive leaders to plan and realize BGCMD's strategic goals.

**Position Responsibilities:**

**Departmental Leadership**

- Provides the oversight and direction that drives accountability and excellence in the fiscal management of BGCMD operations.
- Supervises the daily operations of accounts payable, accounts receivable, cash receipts, general ledger, and payroll.
- Leads enhancements to departmental processes and procedures (including accounts payable, grant reporting, accounts receivable, month end close, and financial statement preparation) that allow for continuous evolution in the design of transaction flow and increase overall efficiency and modernization of the department.
- Leads the continuous adaptation of accounting practices and procedures into a modern accounting SaaS application (NetSuite).

**Departmental Management**

- Lead a team of direct and indirect reports by providing support, coaching and feedback, supervision, and guidance to ensure a high performing team.
- Manages team performance with clear performance objectives and enforcement of excellent internal controls.
- Establishes and continuously evaluate the department's performance metrics, team structure, and annual plans for continuous improvement.

*The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives of employees assigned to this job. The Boys & Girls Clubs of Metro Denver is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by law.*

- Provide team members with professional and personal growth through ongoing talent management practices, including leadership development, skill development, and position-specific articles/books/training.

### **Accounting Duties**

- Leads the creation and maintenance of budgets and budget to actual reports to provide relevant information to decisions makers, including reforecasting on a periodic basis (e.g., quarterly), or if an unusual / unexpected event occurs (e.g., receipt of unexpected funding).
- Supports the oversight of tracking and managing grants, including obtaining and preparing financial reports required to comply with specified grant requirements.
- Leads and performs the month-end close and year-end close process.
- Leads and performs the monthly bank reconciliation.
- Leads the bi-monthly upload and posting of payroll to the general ledger.
- Prepares and files pertinent tax forms, including IRS form 990.
- Serves as the administrator on BGCMD's 401K plan.
- Serves as the primary contact to vendor who completes nation-wide registrations of fundraising activity.
- Supports the successful execution of all compliance related projects such as the annual financial statement audit, the annual 401K audit, tax compliance, compliance requirements related to the fundraising efforts.
- All other duties as assigned.

### **Required Qualifications:**

- BA/BS degree in Accounting is required, CPA preferred.
- At least 5 years of experience in all aspects of accounting with knowledge of finance, accounting, budgeting, and cost control principles. Public accounting experience is preferred.
- Must maintain professional and technical knowledge by various methods including attending CLES, reviewing professional publications, establishing personal networks, and participating in professional societies.
- Excellent technical skills, preferred experience in a NetSuite Environment.
- Advanced skills in Excel, and excellent problem solving and analytical capabilities.
- Excellent communication skills, both written and verbally.
- Ability to establish and maintain effective working relationships with various internal and external stakeholders.
- Considerable knowledge and commitment to the mission, vision, and values of Boys & Girls Clubs of Metro Denver.
- Candidates must be able to pass a drug test that screens for marijuana, criminal and driving records investigations, and reference checks.
- The successful candidate will primarily work indoors. Accordingly, the ability to use a variety of equipment including janitorial and office equipment is required. The job requires the ability to stand for extended periods, kneel, reach, bend, and lift objects weighing in excess of 25lbs. Outdoor work and moderate physically demanding activities may be required on occasion. The ability to read and write is necessary to complete reports, properly document program, and organizational data.
- A valid driver's license and ability to be insured.

### **Position Details:**

**Job Status:** Full-Time, Exempt

**Pay Range:** Starting salary \$70,000, based upon experience

**Interested applicants should submit a cover letter, resume and three professional references to [jobs@bgcmd.org](mailto:jobs@bgcmd.org). Please include the position title in the subject line of the e-mail.**

**This position will remain open until filled.**