



**Seeking a Finance Specialist II
for Nationally Recognized Non-Profit in Boulder, CO**

**Job Description
Finance Specialist II
FLSA Status: Non-Exempt
30 hrs/week (.75 FTE)**

Since 1990, the ["I Have A Dream" Foundation of Boulder County](http://www.ihaveadreamboulder.org) has helped over 1,000 Dreamer Scholars achieve their education and career goals by providing long-term personal and academic support, tutoring, mentoring and four-year tuition-assistance scholarships to each graduating student. The community is incredibly supportive of our work and we are grateful for the time, talent and treasure invested in our work. Currently, there are eleven "I Have A Dream" classes/cohorts in Boulder County and one in Weld County. The program follows the national model established in New York in 1981 by founder, Eugene Lang. For more information go to www.ihaveadreamboulder.org

GENERAL PURPOSE:

To produce monthly reconciliations and reports to meet the needs of the organization and the Board of Directors.

PRIMARY RESPONSIBILITIES:

Monthly Financial Closing

- Prepare monthly account reconciliations
- Compile monthly financial statements
- Maintain trust fund schedules on a monthly basis and record related activity in QBO
- Reconcile bank accounts on a monthly basis
- Prepare and enter journal entries
- Generate monthly reports in QBO for various departments and the Board of Directors

Financial Monitoring

- Monitor trust fund investments
- Create and support grant reporting as needed
- Monitor and analyze program budgets vs. actuals on a monthly basis
- Generate monthly P&L and Balance Sheet

Budgeting

- Assist with budgeting as needed
- Enter and maintain budgets in QBO

Other Tasks and Responsibilities

- Maintain chart of accounts for new grants, projects and events
- Analyze expenditure and revenue data for various departments
- Work with Grants Manager and program staff to ensure accuracy and completeness of financial reporting
- Work with Development to ensure accuracy of all donations and sponsors
- Work with College and Career to provide scholarship reporting and projections
- Prepare ad hoc reports for various grants
- Assist with the Annual Audit and form 990
- Backup Accounting/Payroll Specialist with accounts payable, accounts receivable, credit cards and payroll
- Recommend and implement Quickbooks improvements and other automated updates to our accounting processes
- Other duties as assigned

QUALIFICATIONS:

Education

- Bachelor degree in Accounting, Finance, or related area. Year for year substitution may suffice.
- Certification, training or experience in finance may substitute

Experience

- One to three years of accounting or finance experience in similar position
- Experience with a nonprofit, education, foundations
- Experience with Quickbooks online is highly desired

Knowledge, Skills and Abilities

- Understanding of GAAP for nonprofit organizations is highly desired
- Proficiency with Quickbooks online, Google Sheets, Google Suite, Microsoft Excel and Word
- Strong attention to detail
- Strong organizational skills and ability to meet deadlines
- Collaborative, communicative and respectful to others
- Fluent in Spanish is highly desired

PHYSICAL AND COGNITIVE REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

Strong problem-solving, analytical, and cognitive skills. Position is primarily sedentary, but must be able to stand, walk, talk, read, and communicate effectively.

FLSA Status: Non-exempt 30 Hrs/week (.75 FTE)

COMPENSATION:

- Salary Range: (Grade 1 for .75 FTE) \$27,750-34,050, depending on qualifications
- Salary Range: (Grade 1 for 1.0 FTE) \$37,000-45,400, depending on qualifications.
- Vacation and Sick Leave
- Floating Holidays
- Paid Holidays
- Medical, Dental and Vision Insurance
- Life Insurance, Short-Term and Long-Term Disability Insurance
- Dependent Care FSA
- 403b retirement plan (employer contributes 4% of annual salary after first year)

How to Apply: Please submit a cover letter and resume to careers@ihaveadreamboulder.org with “Finance Specialist II” in the subject line or online through our [website](#). You may also mail documents to: 5390 Manhattan Circle, Boulder, CO 80303 Attn: Human Resource & Equity Director.

Closing Date: open until filled

For information on “I Have A Dream” Foundation of Boulder County, please visit our [website](#).

“I Have A Dream” Foundation of Boulder County is an equal opportunity employer committed to diversity, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.