



HIGH LINE CANAL CONSERVANCY

Connecting Communities—Connecting Nature
from the foothills to the plains

~Position Posting~

July 2017

Position:	Finance Manager (part-time)
Reports to:	Director of Operations
Compensation:	Commensurate with experience
Work Schedule:	Anticipated 10-15 hours per week; a minimum of four (4) hours in the office each week with an opportunity to work remotely

High Line Canal Conservancy

The High Line Canal Conservancy is a nonprofit organization with a mission to preserve, protect and enhance the 71-mile long High Line Canal in partnership with the public. The Conservancy was formed in 2014 by a passionate coalition of private citizens to provide leadership and harness the region's commitment to protecting the future of the Canal—a 100-foot-wide corridor comprising the Canal channel, trail and adjacent vegetation. With support from each of the 11 jurisdictions along the Canal's reach, and in partnership with Denver Water, the Conservancy is working to ensure that the Canal is protected and enhanced for future generations. Learn more about the Canal and the Conservancy at www.highlinecanal.org.

Position Summary

The Conservancy is seeking a part-time finance professional to oversee and manage the Conservancy's fiscal duties including accounts payable, accounts receivable, budget development, regular reporting and grant tracking.

Essential Duties/Responsibilities

Accounting

- Processes weekly bank deposits, accounts payable and accounts receivable transactions
- Prepares invoices in QuickBooks for donor pledges and reconciles donations received with the development associate
- Manages all banking relationships and online merchandise portals

Financial Reporting and Budgeting

- Serves a key role with the Director of Operations in the preparation of the annual budget
- Prepares monthly reports for the Board Finance Committee and staff, including a balance sheet, income statement and general ledger; ensures that all financial reports are clear, accurate and serve as valuable planning tools for the Conservancy
- Prepares and verifies financial reporting and billing for grants and contracts

- Staffs the bi-monthly Board Finance Committee meetings
- Manages sales tax filings with the IRS

Financial Administration

- Manages the expansion and further development of an accounting system that provides the organization with quick access to financial information and enables strategic budgeting and ease in audit preparation and compliance
- Writes and implements organizational accounting procedures and ensures compliance by staff
- Supports the selection of an auditor and leads the preparation for the annual audit
- Works with the Director of Operations in maintaining annual registrations with the Colorado Secretary of State for charitable solicitations and in meeting other governmental requirements and registrations

Qualifications

- Bachelor's degree from an accredited college or university in accounting or finance
- A master's degree in accounting or a related field preferred
- 3 - 5 years of nonprofit accounting experience; demonstrated understanding of nonprofit financial standards, GAAP and financial reporting
- Proficient in QuickBooks
- Outstanding communication skills, including written and verbal communications
- Experience with Microsoft Office Word, Excel, PowerPoint and Outlook
- Ability to work independently and cooperatively with colleagues in a small-team environment, to anticipate and solve problems, and to work efficiently, meet deadlines and maintain accurate records
- Self-motivated and highly organized with a tremendous attention to detail and an ability to multi-task

Application Instructions

Qualified applicants are encouraged to apply by sending a resume with a cover letter addressing the applicant's interest in and qualifications for the position. Send both documents as one pdf attachment to resumes@highlinecanal.org. No phone calls, please. All High Line Canal Conservancy employees are required to undergo a background check.

Application Deadline: Open until filled.

