

## FINANCE & OPERATIONS MANAGER JOB DESCRIPTION

First Descents (FD) is seeking a Finance & Operations Manager to join the Finance & Operations Department. The ideal candidate is organized, process-minded, and a problem solver. As a key point of contact within our community, it is imperative the Finance & Operations Manager is passionate about our mission and demonstrates our commitment to justice, equity, diversity, and inclusion (JEDI) in the outdoor and healthcare spaces.

### RESPONSIBILITIES:

Reporting to the Director of Finance & Operations, you will routinely support the Finance & Operations Team with the following:

- Oversee month-end close accounting process in coordination with our external accounting firm: review of expense reports, compiling third-party donation reports and preparing uploads, gathering financial statements, manual transaction cleanup, internal reporting updates, etc.
- Manage day-to-day accounting tasks: accounts payable, accounts receivable, invoice creation, manual check entry and deposits, etc.
- Assist with back-end operations for FD's for-profit subsidiary, Stoke Broker ([www.stokebroker.com](http://www.stokebroker.com)): month-end close, expense reporting, accounts payable, accounts receivable, invoice creation, database upkeep (Salesforce), policy creation and implementation, etc.
- Complete monthly reconciliation of donor database (Salesforce) to accounting software (Intacct)
- Oversee Salesforce data integrity through automated and manual deduplication efforts and backup database weekly
- Maintain and improve administrative systems: file and record keeping, contract management, data management, financial information, IT systems, etc.
- Administer applicable state registrations and complete necessary annual reporting
- Secure insurance for special events and programs; assist with annual insurance renewals
- Assist with various IT needs: laptop setup and assignment, software updates, office internet, etc.
- Create and facilitate trainings: Salesforce, Asana, expense reporting, budgeting, nonprofit finance, organization policies, etc.
- Oversee general office management: telephone and internet services, postage meter, printers, liaising with building management, etc.
- Assist with human resources related paperwork and processes: new hire paperwork, staff on-boarding and off-boarding, background checks, healthcare renewals, 403b forms, handbook policy research and creation, etc.
- Supervise between two to four operations interns annually (each interning 15-20 hours per week for approximately three months)
- Other duties and projects as assigned

### DESIRED SKILLSET:

- You pride yourself with your organizational, time management, and communications skills
- Strong track record of honesty and integrity
- Basic understanding of accounting practices and/or willingness to learn
- Self-motivated and eager to jump into projects (put another way, you're a problem solver!)
- Proficiency in maintaining administrative, CRM, and accounting systems

- Experience managing and manipulating data – you can create easy-to-understand reports and you aren't above manual data entry (unfortunately, it is sometimes necessary!)
- You are energetic and enjoy engaging with staff, partners, and vendors

The First Descents Team is a close-knit group of individuals. We are looking for someone who is humble, motivated by challenge, collaborative, curious, and preferably one who can make us laugh. We are extremely busy at certain times of the year, so your willingness to get the job done and take on additional responsibilities as needed is appreciated. At the same time, we support one another and encourage self-care.

#### **INSIDE DETAILS:**

This is a salaried position based at our headquarters in Denver, CO, typically working from 8:30am to 4:30pm on weekdays. There may be a few times throughout the year where you may have to work a night or weekend here or there.

We offer competitive health benefits, 4% employer retirement matching, twenty-five days of PTO annually, paid parental leave, a professional development stipend, a health and wellness stipend, staff retreats and outings, an amazing office environment (with adjustable standing desks, ping-pong tables, and well-behaved dogs), and a trip to one of our programs each year to experience FD's work first-hand.

First Descents prides itself on being a fiercely inclusive community with an ongoing commitment to justice, equity, diversity, and inclusion (JEDI). We know that cancer and other serious health conditions do not discriminate, and we're dedicated to serving all categories of identity. Our programs use the healing power of adventure to build supportive networks and ignite the *Out Living It* spirit.

The salary range for this position is \$50,000-\$62,000 annually.

#### **APPLY:**

If you're passionate about contributing your skills and enthusiasm to help us serve countless more young adults impacted by cancer and other serious health conditions in the years to come, we want to hear from you!

To get started, send your resume as well as a great cover letter to [operations.jobs@firstdescents.org](mailto:operations.jobs@firstdescents.org). We want to get to know the real you, and why you would be a great addition to our team - be sure to let this shine through by demonstrating important life experiences, personal interests, and skill sets