



of Metro Denver

Position Summary:

The VP of Finance & Operations will help establish and lead the internal culture of Girls Inc. and ensure the systems, processes, and infrastructure are in place to support our mission. This role will be a senior leadership team member and will directly lead the finance & accounting, HR, and operations departments. Reporting to the CEO, you will be a strategic thought partner and organizational leader, overseeing finance, people operations, administration, and IT, and implementing a long-term financial and operations plan to ensure financial stability and effective operations that support strategic growth. This role has direct reports: Finance manager, Operations manager, and contract positions to support HR and Bookkeeping.

Pay range: \$95,000 - \$110,000

Benefits: All Girls Inc. employees are eligible for an impressive benefits package, including:

- 100% employer-covered medical insurance for employee
- 100% employer-covered vision insurance for employee
- 100% employer-covered life insurance for employee
- 3% 403b contribution after employee passes 3-month probationary period (no required employee contribution to obtain this benefit)
- Annual bonus eligibility, dental insurance, flexible schedule, and PTO benefit, flex spending account, sabbatical, and more

Location: This is an in-office position. Girls Inc. of Metro Denver is located at 1499 Julian Street, Denver, CO 80226

Duties/Responsibilities:

Executive Strategy and Initiatives:

- Serve on the senior leadership team and lead the strategy of finance, accounting, operations, technology, and human resources/people operations.
- Work in partnership with the CEO, Board Treasurer, and Finance Committee to maintain fiscal policies, investment strategies, and long-term financial stability.
- Manage the development and implementation of an HR and operations strategy that supports GIMD mission, vision, and values.
- Ensure GIMD complies with all accounting regulations, legal requirements, employment rules, and other applicable regulations.

Budget and Finance Management:

- Ensure staff follow and comply with all GIMD budget and finance requirements including expense reports, credit card processing, accurate invoicing, and fiduciary responsibilities.
- Lead the annual budgeting process and regular budget monitoring; identify areas for cost savings as relevant.
- Oversee and sign off on all statutory and regulatory reporting, including tax filings and grant compliance reporting, and manage the external audit and other audit processes.
- Actively oversee all daily accounting and financial operations including payroll processing, bank reconciliations, and cash management, accounts payable, and receivable.



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- Provide financial statement reporting and analysis to senior management and trustees.
- Oversee portfolio and partner closely with an investment advisor to ensure fiduciary responsibilities are met.
- In partnership with development, track revenue channels and forecasting.
- Lead the scholarship allocation and allotment.
- Lead on and/or support contract negotiations as needed.
- Lead on all aspects of site budget and finance management.
- Lead board finance and investment committees and report to monthly board meetings.
- Lead all grant and expense reporting.

Supervisory Responsibilities:

HR and People Experience:

- Partner with hiring managers to develop and coordinate hiring process and applicant interviews for open positions (support varied from resume reviews and developing interview processes to ensuring best practices are followed to mitigate bias and support a positive candidate experience).
- Oversee operations that ensure all new staff have gone through the hiring, onboarding, and training process.
- Ensure organizational culture and practices reflect the values of GIMD, with a strong focus on Diversity, Equity, and Inclusion
- Support staff with understanding and navigating GIMD benefits and HR policies and resources.
- Support HR policies and resources, particularly for compensation and benefits, performance management, and regulatory requirements; serve as a point person for HR-related policies and questions as needed.
- Review GIMD Handbook and policies and procedures periodically to ensure compliance with all local, state, and federal regulations.

Operations and Office Management:

- Oversee operations manager and support with management of protocols, documentation, and communications related to, but not limited to, office space, office equipment, emergency preparedness, staff onboarding, and mandatory staff training.
- Lead ongoing improvement of operational processes and procedures to ensure the site runs safely and efficiently, and ensure staff is fully trained and complies with site and processes & procedures.
- Maintain quality operations of office technology platforms and equipment. (computers, printers, hotspot, etc.)
- Lead special projects and change management initiatives including system and equipment upgrades.

Qualifications

- A minimum of 8-10 years experience managing finance and accounting, preferably in a mid-size corporate or non-profit organization (>\$3 million), is required.



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- CPA certification preferred.
- PHR/ SPHR/ SHRM-CP / SHRM-SCP preferred.
- Organization and project management skills; able to manage multiple tasks, priorities, and stakeholders effectively in a changing and ambiguous environment; ability to generate results and complete projects within deadlines.
- Strong written and oral communication skills, including the proven ability to teach others new processes.
- Strategic and inspiring, with the ability to set a vision for their team, and lead and manage others to deliver it.
- Problem-solving skills, with experience building equitable, human-centered processes and finding creative solutions to balance competing priorities.
- Track record of building authentic partnerships and relationships with fellow team members, community members, and organizations rooted in anti-racist practices.
- Demonstrate a lived commitment to apply racial, gender, and economic justice lenses in both personal and workplace contexts.
- Demonstrate commitment to supporting, and coaching people.

How to apply: Fill out the application [here](#).