

## Director of Finance Position Description



### Organizational Overview

Denver Preschool Program's vision is that every child in Denver enters kindergarten ready to reach their full potential. Our mission is to increase access to quality early childhood education programs for all Denver children in their last year of preschool before kindergarten and, in collaboration with preschool providers across the city, to raise the level of quality preschool programming.

Denver Preschool Program is an innovative organization, delivering quality programming while exploring the frontier of how to better serve Denver's children and families. Staff work collaboratively on shared goals while also executing in high quality and efficient ways on independent streams of work. We are a small staff with a big impact.

Denver Preschool Program is actively engaged in the important work of defining approaches to promote and operationalize racial Equity, Inclusion and Diversity (EDI). We are focused on: (1) creating a supportive, welcoming and equitable environment, (2) encouraging belonging and inclusion via organizational policies and practices; (3) promoting equity, cultivating diversity, and fostering inclusion and (4) supporting the ability to speak openly and authenticity about EDI values. We also operate from a strategic plan that guides us in our service to the Denver Community.

### Position Purpose

Oversee and lead the annual budgeting and planning process in conjunction with the President and CEO; administer and review all financial plans and budgets; monitor progress and changes; and as a member of the senior leadership team, keep it abreast of the organization's financial status. Manage organizational cash flow and forecasting.

### Position Requirements

Due to the nature of this position, work location will involve in-office work with flexibility for some work from home, requiring reliable transportation and proximity to Denver. This position may require local travel to attend off-site meetings. This position may also require light lifting of 10-15 lbs. of office supplies and communication materials.

### Job Duties

#### Leadership

- Support and uphold DPP's vision, mission and values.
- Participate in the strategic planning process development.
- Create and implement the infrastructure for DPP's growth as we expand beyond City of Denver's funding.
- Cultivate effective community partnerships to advance Denver Preschool Program early childhood priorities and represent the Denver Preschool Program at community meetings as appropriate.
- As part of the DPP leadership, work collaboratively to build capacity for preschool in the Denver community.
- Broad understanding of research processes and research organization business models to inform approaches to contracting and partnering.
- Promote and lead cross-team collaboration both internally and externally.

#### Financial Management

- In collaboration with the President and CEO develop and monitor annual budget; and oversee overall fiscal management of the Denver Preschool Program.
- Maintain approved level of administrative expenses as mandated by statute.
- Support the President and CEO in identifying and implementing additional revenue streams as needed.
- Manage all elements of accounting function including: staff, auditors, related consultants, chart of accounts, ledgers and reporting systems ensuring compliance with GAAP standards, regulatory requirements, and rules for non-profits
- Direct annual audits and 990 filing, serving as the principal liaison to the external auditor
- Supervise administration, accounting and budgeting of multiple funding streams
- Provide advice and counsel regarding financial issues and controls to the President and Chief Executive Officer

- Oversees organization general ledger and budget management functions, including preparation of the annual budget
- Prepare monthly and annual financial statements for review, (including variance analysis narratives) and cash flow analysis
- Provides financial reports and analysis to the President & CEO, Senior Management, Board Treasurer, Finance and Governance Committee and Board of Directors
- Maintain compliance with accounting standards, government regulations, and tax laws
- Develops policies, procedures and systems for use in ensuring financial control and availability of data for analysis
- Manage and assist in selection of banking partners and investment advisors for reserve funds.
- Assists, as assigned by management, with the organization's disaster response efforts
- Performs other duties as assigned by the President and CEO

### **Standards**

- Ability to promote excellent performance in self and others
- Ability to solve problems independently, effectively, and creatively
- Demonstrates attention to details
- Ability to conduct research, study and synthesize data, and establish priorities, strategies, policies, and procedures
- Highly organized with proven ability to manage multiple high priority projects
- Demonstrates outstanding accounting and financial management skills

### **Competencies**

- Financial Acumen – maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible.
- Analytical Thinking – a strong ability to gather, organize, and analyze or evaluate information directly related to the revenue and budgeting process for DPP.
- Communication – excellent written and oral skills; high level of emotional intelligence; superb proof reader
- Statistical analysis and research methods - advanced skills in statistics, research methods & evaluation design
- Report building - advanced skills in building financial reports and visual dashboards. Demonstrated ability to conceptualize, develop, analyze and implement numerous diverse projects simultaneously
- Ability to lead collaborative teams
- Planning and organizing – strong organizational skills and ability to prioritize time efficiently, handling multiple tasks and projects to meet deadlines on a timely basis; superior organizational skills and project management abilities
- Problem solver – resolves challenges in a timely manner; gathers and analyzes information skillfully to make sound, informed decisions
- Tech savvy – advanced level experience in Word, Excel, PowerPoint, spreadsheets, and development of reports. Understanding of Sugar CRM desired. Familiar with remote meeting needs such as conference calling and projection equipment for meetings.
- Attention to detail – demonstrates accuracy, thoroughness, and attention to detail
- Adaptable – adapts to changes in the work environment; manages competing demands and is able to deal positively with frequent change, delays or unexpected events
- Dependable - consistent at work; follows instructions; responds to management direction and solicits feedback to improve performance; reliable with a high level of integrity
- Independent team member – proficient interacting with a wide variety of people; comfortable and efficient working with little supervision; self-motivated with a positive attitude and strong work ethic
- Work Hours -- Able to work occasional evenings and weekends for events or meetings
- Mission Driven - understanding of and commitment to the mission of the Denver Preschool Program
- Education and experience – Accounting degree or related degree required. Minimum five (5) years nonprofit experience, with experience in financial management and supervisory roles. Computer literate and ability to learn accounting software and databases.

### **Equity Diversity and Inclusion**

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openly and authentically about EDI values. We also operate from a [strategic plan](#) that guides us in our service to the Denver Community.

### **Culture Statement**

The DPP team is connected by a powerful purpose– to help Denver’s earliest learners enter kindergarten ready to succeed, setting them up for a bright future and addressing barriers contributing to historical inequities.

- We bring our heart, passion, and skills to DPP and collectively build an innovative, inclusive, intentional, and supportive culture.
- We recognize and celebrate that each team member brings unique lived experience, perspectives, and cultural context.
- We care about the impact of our work and we care about each other as human beings.
- We invest in developing each other as professionals and people.
- We build a flexible workplace while maintaining high-quality and professional standards that honor our mission.
- We build trusting relationships and are accountable to each other and to the children, families, and providers we serve.
- We bring child-like curiosity and boldness, warmth and playfulness to our virtual and physical space.
- We are proactive, not reactive, change course when needed, and seek to be at the frontier of supporting the early childhood experiences and learnings of Denver’s children.
- We are self-reflective and can do hard things. When a door is shut, we find a window.
- We continuously learn and improve, and we celebrate and acknowledge these strivings and the contributions of the team with deep appreciation.

The statements herein are intended to describe the general nature and level of work being performed and are not to be construed as an exhaustive list of responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the Company. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please submit a letter of interest and resume to [hr@dpp.org](mailto:hr@dpp.org). The Denver Preschool Program will consider applications on an ongoing basis until the position is filled.

This is a full-time, non-exempt position. Compensation is based on experience and pays between \$70,000 - \$110,000. Benefits include health, dental and disability insurance, retirement plan, and paid time off.