girls inc.
of Metro Denver

Manager of Accounting

Job Description

Position Title: Manager of Accounting
Reports to: Chief Financial Officer
Location: Girls Inc. of Metro Denver Headquarters
Status: Full-Time, Exempt
Salary Range: $60,000 – 70,000 annually, depending on experience and qualifications

Position Summary

Girls Inc. Metro Denver seeks a dynamic Manager of Accounting to manage its general accounting functions and key financial processes. As the Manager of Accounting, you will be a key member of the Finance Team, reporting to the CFO. This is a great fit for a candidate ready to thrive in a dynamic environment who is looking for opportunities to build, learn, and grow in their role to increasing management responsibilities. This role will be responsible for key operational aspects of the Finance team, including those listed below.

Primary Responsibilities

Accounting

- Manage monthly journal entries for one-time events, recurring accruals, etc.
- Process accounts payable using Quick Books, including verification of new vendors, collection of W9s, and data verification
- Administer employee expense reports according to policy and train new users in Expensify
- Process weekly bank deposits and ensure accurate revenue recording
- Manage monthly close procedures, including Balance Sheet account reconciliation, Accounts Payable recording, and reporting month-end results
- Assist in the annual audit and tax preparation processes
- Support annual budget process and monthly budget reporting
- Assist in preparing backup documentation for monthly grant reporting, as needed
- Partner with Operations to improve and support the fixed asset management process
- Continuous process improvement around accounting procedures, support for the GIMD team, and routine task management
- Assist with special projects

Payroll and Benefits

- Collect staff payroll documents and process semi-monthly payroll utilizing Paychex
- Record payroll into QuickBooks
- Reconcile semi-monthly payroll withholdings with the balance sheet
- Assist in document preparation for new and departing staff

- Ensure annual benefit enrollment information is properly accounted for in payroll processes and accounting

- Assist with ensuring compliance of payroll & benefits related items for internal and external reporting purposes
- Process semi-monthly 403(b) retirement payments and assist with plan administration and compliance reporting

Scholarships

- Process scholarship payments
- Maintain strong reconciliation procedures between the general ledger and scholarship payment records
- Assist with bi-annual review of scholarship accounts
- Maintain Finance Department's scholarship files

Additional Responsibilities

- Manage Insurance policies – annual review & reporting, payment processing, etc.
- Support Finance Committee meetings (roster, minutes, calendar) in conjunction with the CFO
- Perform other job functions as needed

Required Skills/Abilities:

- **Cultural Competence:** Has an appreciation for diverse populations, cultures, and economic experiences. Exhibits commitment to social justice values and anti-oppression analysis. Demonstrates a commitment to the positive parameters of GIMD's professional behaviors.
- **Professional Assets:** Critical thinking and a belief that we can all learn from failure and improve outcomes through reflection. Flexibility with a higher tolerance for uncertainty and fast-pace that comes from working in a youth-centered space. Self-starter skills with willingness to find solutions rather than wait for direction. Extremely detail-oriented and able to operate in an environment that is constantly evolving. Values collaboration and supporting colleagues to advance GIMD's mission. Curiosity and ability to make generous assumptions about themselves and others.

Required Education and Experience:

Education

- Bachelor's Degree in Accounting, Business, or a related field preferred or equivalent of 4+ years of experience in related field

Experience

- Experience managing account reconciliations, performing month-end and year-end close procedures
- Possess a solid grasp of accounting principles, including segregation of duties, debits and credits/journal entries, sales and use tax, etc.
- Familiar with revenue recognition principles, and accounts receivable experience

- Experience with QuickBooks, Expensify, and Paychex preferred
- Familiarity with Not-for-Profit sector is a plus
- Experience working in positive youth development settings

Benefits

- 403(b) retirement plan with employer match
- 100% employer-paid health insurance with optional dental plans and medical savings accounts
- Generous paid vacation, sick leave, and holiday program
- National Girls Inc. network access and peer learning
- Eligible for additional perks (e.g., wellness programs, staff appreciation activities)

Please submit application here.

Equal Opportunity Employer

Girls Inc. of Metro Denver is committed to diversity in principle and practice, both in the community at large and within the organization. We are, therefore, committed to having our internal operations and employment practices administered on a non-discriminating basis inclusive of, but not limited to, race, religion, color, socio-economic status, gender, age, sexual orientation, gender expression, military or veteran status, physical or mental disability, marital status, or national origin.

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