



Colorado Accounting and Finance Manager Job Description

About Us

Founded in Colorado in 2005, There With Care's mission is to provide a wide range of meaningful and fundamental services for families and children during the critical phase of a medical crisis. We serve families referred by hospital social workers and build support around them through a community of individuals, volunteers, services and businesses, who ease their burden of life's day-to-day obligations with compassion and care. Our current service locations are Colorado, Middle Tennessee, and the Bay Area of California.

The Role

The Accounting and Finance Manager is responsible for all accounting-related activities, including high-level accounting, managerial accounting, and finance. The role encompasses cash management, payroll, accounts payable, accounts receivable, reconciliation of credit cards and bank accounts, quarterly filing of sales tax and raffle returns, monthly financial reporting, and grant accounting. Other responsibilities include the timely delivery of documentation to the organization's CPA for tax filings and annual audit, preparing annual budgets, developing and implementing financial procedures and controls, and communicating financial metrics with VPs and Executive Director. In addition, the role assists in managing HR policies with the VP of Operations in accordance with Employee Handbook.

A Typical Day Might Include:

- Performing the job in alignment with There With Care's core values.
- Managing the accounting monthly and annual close processes and financial statement preparation.
- Analyzing monthly financial results and suggesting improvement opportunities.
- Implementing and monitoring effective internal controls and procedures.
- Coordinating the annual budget in conjunction with the Executive Director.
- Monthly Payroll processing and timesheet management.
- Monthly credit card reconciliations and controls.
- Managing cash flows within multiple accounts and locations.
- Overseeing the annual external audit process and working with the CPA to provide needed information and explanations.
- Assisting with HR processes, managing employee documentation using TriNet.
- Supporting the Grants team with timely documentation and monthly grant allocations.
- Multi-tasking to do what is needed to help with the overall support of the mission of There With Care.

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Qualities That Might Make You Successful In This Role

- *You Want to be Part of Something Bigger.* Our mission inspires you. The idea of helping families and engaging a new community to participate through your skills motivates you.
- *You are a Leader.* You are comfortable in a leadership role. You are able to adapt to the needs and motivations of different groups in support of the common goal/mission.
- *You are a master of your own Time Management.* You are comfortable juggling multiple projects and flexibly supporting other There with Care functions.
- *See the Solutions.* Good at solving problems with compassion and care. You are willing to find a solution, adapt, then execute. And when you don't have the answers, you aren't hesitant to ask and learn.
- *Details matter.* You have a sincere desire to understand the details of every aspect of the organization and are not afraid to ask for clarity when needed. You have impeccable attention to detail and put care into all you do.
- *Fiscal Management Comes Naturally to You.* You have skills and experience to manage to a budget and consider fiscal impact in all decisions.
- *Collaboration Inspires You.* Working as a team, brainstorming and problem-solving together motivates you. You view feedback not as criticism, but as a way to have a better, stronger outcome. You naturally see ways to engage people and see the importance of building community.
- *You are a Pioneer.* You are motivated to help successfully launch new There With Care locations. You can follow guidelines but get creative about solutions to situations we may not have anticipated.



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Qualifications

- A passion for There With Care's mission
- Energy and positive attitude
- A combination of Cost Accounting and FP&A experience
- Quickbooks or comparable financial software experience preferred
- Audit experience a plus

Compensation and Benefits

- Salary range \$65,000-\$75,000 (commensurate with experience)
- Full-time (40 hours per week)
- Vacation, Sick Leave and Paid Holidays
- 401(k) plan

How to Apply

Please submit your resume along with answers to the following questions to: careers@therewithcare.org

1. What draws you to There With Care's mission? How would you connect further to that through this role?
2. Are there any qualities in particular that you possess that you think make you a good fit for this role?
3. Describe the values of an organization you have worked with previously. How did (or didn't) these values resonate with you?
4. Share a brief example of a problem you've encountered that you had to solve where you didn't know the solution and it was out of the area of your expertise.

You can submit your answers in writing, a slideshow, or a personal video. We're excited to learn more about you.

This position requires a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check. There With Care is an Equal Opportunity Employer.

There With Care requires all employees to be vaccinated against the COVID-19 virus. There With Care will consider requests for exceptions to this policy when necessary to provide reasonable accommodation for an employee or applicant's disability or sincerely held religious belief or practice.