EAGLE VALLEY COMMUNITY FOUNDATION

Accounting Manager

Location: Avon, CO
Start date: ASAP
Employment Type: Full time, Year round
Pay Range: $70,000 - $90,000
Schedule: Monday - Friday 9am-5pm. Expected to work some special events during weekends and/or outside of regular working hours.

Position Summary

The Accounting Manager is responsible for ensuring the integrity, accuracy, and efficiency of EVCF's financial systems and records. This hands-on position oversees accounting functions, maintains compliance with nonprofit financial practices, and supports leadership in strategic fiscal planning. The ideal candidate demonstrates exceptional attention to detail, deep knowledge of nonprofit accounting, and a collaborative spirit. This role does not have supervisory responsibilities but requires a high level of autonomy and accountability.

Essential Duties and Responsibilities

Financial Record Keeping:

- Maintain general ledger accounts by entering all transactions including income, donations, grants, expenses, and accounts payable/receivable.
- Reconcile bank and financial accounts monthly to ensure accuracy.
- Record and track donor contributions, grant disbursements, and restricted funds.
- Primary oversight ensuring daily, weekly and monthly accounting work is completed in a timely manner and accurately
- Reconcile monthly credit card and bank statements

Accounts Payable & Receivable:

- Process invoices, reimbursements, and vendor payments.
- Track incoming payments, including grants, donations, and fiscal sponsorship fees.
- Follow up on overdue payments and prepare accounts receivable reports.

Financial Reporting:

- Generate monthly and quarterly financial reports for management, the board, and funders.
- Prepare financial statements and reports for audits, grant proposals, and funder requirements.
- Lead program managers in providing monthly variance reports to financials
- Support the continued development of the Foundation's operational and financial dashboards

Compliance & Audit Preparation:

- Ensure compliance with non-profit financial regulations and reporting standards, including IRS requirements for non-profits
- Support annual financial audits by providing necessary documentation and schedules.
- Protects assets by establishing, monitoring, and enforcing internal controls

Grants Management:

- Track grants and restricted funds, ensuring proper allocation and reporting.
- Work with program staff to monitor budget allocations for projects and programs.

Donor Management:

- Maintain a donor database, ensuring accurate records of contributions.
- Generate donation receipts and acknowledgment letters as required by funders or donors.

Financial Systems Management:

- Use accounting software: QuickBooks, Bloomerang, Bill.com, and Emburse to manage financial transactions and reporting.
- Suggest improvements to financial processes to ensure efficiency and transparency.
- Create and maintain Standard Operating Procedures (SOPs) for QBO

Payroll Management:

- Payroll Preparation & Management
  - Collect, verify, and enter employee time records into payroll system
  - Maintain and update employee information including pay rates, deductions, benefits, and tax elections
  - Track PTO, sick leave, and other paid leave accruals in accordance with policies and state low (i.e. Colorado Paid Family and Medical Leave)
  - Coordinate with HR on new hires, terminations and changes in status as it relates to payroll
- Payroll Processing
  - Run payroll on the prescribed schedule using payroll software
  - Validate hours worked, salary payments, and withholdings before finalizing payroll
  - Submit payroll for direct deposit or check distribution
  - Ensure correct application of benefit deductions (health insurance, retirement plans, etc.)
  - Calculate and apply and stipends, reimbursements, or taxable fringe benefits
- Compliance and Tax Filing
  - Ensure compliance with federal, state, and local payroll tax regulations
  - Remit payroll taxes and withholdings on time (or ensure payroll provider does)
  - Ensure quarterly and annual payroll tax reports are completed and files i.e. 941, 940, W-2's, W-3's, 1099's
- Payroll Record Keeping and Audit Preparation
  - Maintain confidential payroll records in accordance with IRS and Department of Labor requirements
  - Ensure proper storage of W-4's, I-9's, pay stubs and time records
  - Provide reports to management, finance staff or auditors as needed
  - Assist with audits or compliance reviews requesting payroll documentation
- Coordination with Finance
  - Reconcile payroll reports with general ledger entries
  - Allocate payroll expenses to appropriate programs or grants (if required)
  - Track paid benefits, taxes and workers compensation costs for financial reporting
- Employee Communication and Support
  - Respond to employee inquiries regarding pay, withholding, and deductions
  - Distribute annual tax forms
- System Administration & Process Improvement
  - Maintain payroll system settings and user permissions

    - Review payroll processes for accuracy and efficiency

Contract Review: Review and advise on contracts and agreements to ensure alignment with financial policies, risk mitigation, and compliance requirements.

Fiscal Account Management Responsibilities: The Accounting Manager will oversee the lifecycle and compliance of all fiscal accounts associated with Eagle Valley Community Foundation (EVCF). Key responsibilities include:

- Project Onboarding & Fiscal Sponsorship
    - Meet with prospective projects interested in becoming EVCF fiscal accounts, offering guidance on eligibility and the application process
    - Prepare, send, and review Memoranda of Understanding (MOUs) outlining fiscal sponsorship terms
    - Facilitate account setup for approved projects, including coordination with Alpine Bank and Qgiv for donation and disbursement processing
- Ongoing Account Oversight
    - Serve as the primary liaison for project managers, ensuring clarity on account structures, reporting timelines, and fund usage guidelines
    - Respond to fiscal account-related inquiries with accuracy and professionalism
    - Maintain and update internal policies for managing fiscal accounts to reflect best practices and legal requirements
- Audit & Compliance
    - Lead the preparation and documentation for the annual audit related to fiscal accounts, collaborating with the external auditor as needed
    - Work closely with EVCF's legal counsel to address any legal questions or compliance issues related to fiscal sponsorship and fund management
- Account Closure & Fund Transition
    - Oversee the proper closing of fiscal accounts, ensuring that final reports are submitted and remaining funds are allocated or transferred in accordance with MOU agreements and EVCF policies

- Other duties as assigned.

Qualifications

- Bachelor's degree in Accounting, Finance, or related field (CPA or nonprofit accounting experience strongly preferred)
- Minimum 5 years of accounting experience, with at least 2 years in nonprofit or fund accounting
- Demonstrated experience managing payroll systems and ensuring compliance with federal and state employment regulations
- Familiarity with reviewing contracts and identifying financial implications, risks, and opportunities
- Proficiency in accounting software (e.g., QuickBooks) and Microsoft Excel
- Knowledge of fiscal sponsorship models and best practices in nonprofit financial oversight
- Familiarity with Colorado nonprofit financial and compliance regulations
- Strong analytical, organizational, and problem-solving skills
- Integrity, discretion, and an aptitude for independent decision-making

Benefits

Comprehensive medical, dental and vision plans
Flexible Time Off (FTO) and sick time
Retirement Plan with full 3% match
Paid Medical Leave
Professional development opportunities
Flexible work arrangements
13 paid holidays

How to Apply:
Interested candidates should submit a cover letter and resume to Virginia Lecea at virginia@eaglevalleycf.org.

Diversity, Equity and Inclusion
Eagle Valley Community Foundations is an Equal Opportunity Employer. At our organization we embrace diversity, respect, and inclusion. We do not discriminate with regard to age, race, color, religion, sex, sexual orientation, gender identity or expression, genetics, national origin, disability, veteran status or any other legally protected status. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.