DENVER PUBLIC SCHOOLS
FOUNDATION

POSITION
Director of Finance (full-time, exempt)

WHO ARE WE?
Denver Public Schools Foundation believes our city is strengthened by every student who graduates ready to lead a successful life. As the strategic fundraising partner to DPS, we work alongside district leaders and educators to advocate for the highest impact investments and galvanize the philanthropic and community support necessary to ensure *Every Child Succeeds*. We strive to live by our Core Values and see them as a commitment to ourselves, to DPS, and to the students and families we have promised to serve. For additional information about our organization, please visit www.dpsfoundation.org.

KEY RESPONSIBILITIES
The Director of Finance's primary responsibilities include leading the Foundation's financial, budgeting and data management processes through the Essential Job Functions listed below, with an eye on continuously improving and developing tools and systems. The Director of Finance will provide critical financial and operational information to the Executive Leadership Team and make actionable recommendations on both strategy and operations for the Foundation. This role will also lead financial management for the Denver Public Schools Foundation Opportunity Fund, a newly formed affiliated 501(c)(3) scholarship granting organization, ensuring it is financially sound and compliant from its launch in fiscal year 2027 forward.

ESSENTIAL JOB FUNCTIONS
Accounting and Financial Responsibilities

- Prepare monthly and annual financial reporting materials and metrics and provide interpretation and analysis of financial results for President/CEO, Board Treasurer and Finance Committee
- Lead the annual budget process, from development through Board approval, ensuring it rests on sound assumptions and reflects strategic priorities
- Deliver monthly budget-to-actual reports with variance analysis that help department leaders manage resources and make informed decisions
- Monitor financial performance year-round and reforecast as conditions change
- Present financial results and key metrics to the Executive Leadership Team, Finance Committee, Board of Directors, and external stakeholders
- Oversee long-term budgetary planning and cost management in alignment with operations plan
- Oversee all accounts, ledgers and reporting systems, ensuring compliance with appropriate generally accepted accounting principles and regulatory requirements
- Manage cash flow and forecasting including developing a reliable cash flow and budgetary variance projection process and reporting mechanism
- Manage external audit, including preparation of financial statements and notes, Form 990 and supporting schedules
- Direct Finance and Audit committees as staff liaison facilitating direction and ensuring decisions are reached and implemented
- Prepare reports needed for Board meetings, Board retreat, Finance Committee and Executive Committee meetings, as well as ad hoc financial reports for the Board or its Committees as directed; including effectively presenting critical financial matters at meetings
- Oversee bank deposits via remote desktop teller system and regular intra-bank transfers

- Oversee the accurate processing of all financial activity through the accounting system, including accounts payable, accounts receivable, cash receipts, payroll, and journal entries
- Review and approve month-end close, including reconciliation of bank, investment and endowment accounts and gifts in accounting system (QuickBooks) with gifts in donor database system (Raiser's Edge)
- Ensure all fixed assets are maintained and tracked, including annual depreciation
- Ensure annual Form 1099-MISC filings for vendors and IRS are completed accurately and on time
- Ensure tax credit documentation is sent to donors in collaboration with the Database Manager
- Ensure the accounting system and DPS Foundation's Google Drive is maintained and regularly backed up
- Ensure adherence to internal controls to uphold the highest level of fiduciary responsibility
- Ensure an accurate filing and record keeping/reporting system is maintained for all financial matters
- Work with the Foundation's investment advisors and the Finance Committee in managing and tracking investments

Operations Responsibilities

- Establish, implement and maintain appropriate internal controls, financial/accounting and human resources policies; audit policies and reviews; contract administration; legal coordination; licensing applications and compliance; and other administrative functions
- Optimize the handling of vendor relationships such as banking, insurance, PEO/payroll, audit, legal, facilities and technology
- Oversee payroll and benefits administration with the Foundation's professional employer organization (PEO), including entry of new hires, employee changes and terminations; review and submission of monthly payroll; and FSA and other annual benefit testing
- Review all contracts before approval by President & CEO for potential flags and/or facilitate review by legal team
- Oversee design and maintenance of information technology equipment and software including determining appropriateness of major systems such as donor database and financial system

Grant Responsibilities

- Oversee and facilitate grants and/or gifts to schools and departments, including processing for payment and follow-up
- Oversee grants portfolio inclusive of regular meetings with DPS Accounting Operations and DPS financial partners to ensure financial and programmatic accountability; portfolio includes annual and multi-year grants based on donor restrictions, program initiatives as defined by the Foundation, or emerging needs.
- Work closely with Development team and DPS financial partners to ensure regular communication is taking place to ensure financial and programmatic accountability
- Work closely with Development team and DPS staff to improve communications and processes, as appropriate
- Oversee grant spending ensuring DPS has protocols in place to ensure compliance
- Review all grant agreements before signature by President & CEO searching for potential flags and draw attention to key elements with appropriate staff to ensure compliance and execution

Opportunity Fund (SGO) Responsibilities

- Establish and maintain the Opportunity Fund's accounting, budgeting and reporting systems as a separate 501(c)(3), including its own audit, Form 990 and Board financial reporting

- Manage the financial relationship between DPS Foundation and the Opportunity Fund, including the administrative fee, cost allocations and intercompany agreements
- Ensure scholarship awards are disbursed accurately and in line with donor designations, Opportunity Fund Board approvals and eligibility requirements
- Ensure donor contributions, including payroll-deduction gifts, are processed and acknowledged in compliance with Education Freedom Tax Credit and IRS requirements
- Serve as staff liaison to the Opportunity Fund Board on financial matters

Management Responsibilities

- Manage and develop finance staff (Staff Accountant or contracted Bookkeeper) responsible for daily operation of the accounting function, including accounts payable, cash receipts, and month-end functions
- Manage and develop operations staff (Database Manager) responsible for processing gifts, acknowledging donations and maintaining donor files
- Set goals, provide regular feedback and conduct performance reviews for direct reports, building a team culture of accuracy, accountability and continuous improvement

Human Resources Responsibilities:

- Monitor and encourage investment in human capital throughout organization including professional development and training
- Human resource responsibilities include coordinating with PEO to discipline and/or terminate employee or making salary adjustments; addressing complaints and resolving problems as well as advising President & CEO on compensation and benefits, and running monthly payroll through the PEO system.

QUALIFICATIONS AND SKILLS

The ideal candidate should possess the following:

- Bachelor's degree in accounting or finance and a minimum of 7 years of experience in a non-profit finance role or non-profit auditing, preferably with a budget of at least $10 million; active CPA license preferred, but not required
- Working knowledge of generally accepted accounting principles of not-for-profit organizations
- Experience managing finances across affiliated or multiple nonprofit entities preferred; familiarity with scholarship granting organizations or tax-credit programs a plus
- Demonstrated capability in budgeting, forecasting, human resources, legal and administrative experience
- Ability to build and sustain helpful working relationships with staff, high-profile board members, funders, vendors and donors while remaining flexible, proactive, resourceful and efficient; maintaining a high level of professionalism and confidentiality is critical to this role
- Excellent verbal, written and analytical skills, including the ability to explain financial matters in a nontechnical, concise manner
- Strong technical knowledge of Microsoft Office Suite, Google Suite and QuickBooks Online for Nonprofits as well as the ability to operate standard office equipment
- Experience successfully creating and/or modifying processes
- Proven ability to handle multiple tasks, be highly organized, detailed-oriented and flexible
- Be a self-motivated and team-oriented individual who shows commitment to organization mission and objectives

- Passion for breaking patterns of historic inequalities in education by creating opportunities for our students
- A curious, intuitive, and persistent mindset who takes initiative and has incredible follow-through
- A high level of professionalism, integrity/ethics, and confidentiality
- Occasional weekend and evening hours during events, as needed

WHY WOULD YOU CHOOSE US?

This position is an opportunity to join an exceptional team to grow or hone your skills, while working at one of the most respected nonprofit organizations in Denver. You will join a team of experienced professionals raising $7 million annually in support of Denver Public Schools.

We have a supportive work environment and strive to put our Core Values at the forefront of what we do. We value each team member and are excited to hear different perspectives and ideas. We offer a competitive salary range of $120,000-$140,000 commensurate with experience and qualifications. We offer a generous benefits package including unlimited paid time off (PTO), paid holidays, 100% paid health, dental, vision, life, and parking, and a fully-vested matching contribution to a 401(k) retirement plan after meeting eligibility requirements.

HOW TO APPLY TO JOIN THE TEAM

Please send a resume and cover letter telling us about you, why this job would be a good fit for you, and specifically any experience you have managing complex financial systems for nonprofit organizations to jobs@dpsfoundation.org. To ensure your submission is considered, please include Director of Finance in the subject line. No telephone inquiries, please. Position will be open until filled. DPS Foundation encourages all qualified candidates to apply.

At the Denver Public Schools Foundation, we recognize that systemic barriers often deter qualified candidates, particularly women and BIPOC individuals, from applying if they don't meet every listed qualification. We want to assure all potential applicants that we value diverse perspectives and experiences, and we actively encourage candidates from underrepresented backgrounds to apply. Your unique skills, perspectives, and lived experiences are assets that enrich our organization and contribute to our mission of equity in education. Don't hesitate to apply, even if you don't meet every requirement listed. Your application will be considered with care and attention to the value you bring to our team.

COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND BELONGING

In alignment with our Core Values, DPS Foundation is committed to fostering, cultivating, and preserving a culture of diversity, equity, inclusion, and belonging. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent our team members invest in their work represents a significant part of not only our culture, but our reputation and organization's achievement as well. We embrace and encourage differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make individuals unique. DPS Foundation encourages all qualified candidates to apply. All employment is decided on the basis of job related factors such as qualifications, merit, and business need.