



POSITION

Finance Controller (part-time, non-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.

WHO ARE WE LOOKING FOR?

The ideal candidate will have technical knowledge in bookkeeping and financial matters of not-for-profit organizations as well as organizational skills, the ability to maintain confidentiality, work independently and juggle competing priorities. The ability to positively interact with staff, vendors, DPS staff, and others while remaining flexible, proactive, resourceful, and efficient is valued. Exhibiting excellent written and verbal communication skills and attention to detail are equally important.

WHAT WOULD YOU BE DOING?

The Controller's primary responsibilities include processing financial transactions including donations, accounts payable, and reconciliations as well as assistance with certain grants and/or gifts. The Controller will be responsible for developing tools and systems to provide critical financial and operational information to the executive leadership team and make actionable recommendations on both strategy and operations. They will oversee budgeting and the implementation of budgets to monitor progress and present financial metrics both internally and externally; ensuring budgets are based on sound financial assumptions and practices. Additionally, they will oversee long-term budgetary planning and cost management in alignment with the strategic plan. This also includes financial management of grants with Denver Public Schools.

This position reports to the President/CEO.

WHY WOULD YOU CHOOSE US?

This position is an opportunity to join an exceptional team and work 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 flexible, 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 wage range of \$40-\$50 per hour commensurate with experience and qualifications.

The hours will be up to 30 per week during the first 3 months and down to a max of 25 hours per week after that, the position will remain eligible for benefits.

We offer a generous benefits package including flexible time off, 100% paid health, dental, vision, life, and short-term disability insurances, and a fully-vested up to 4% matching contribution to a 401(k) retirement plan.



HOW TO APPLY TO JOIN THE TEAM

Please send a resume and cover letter telling us about you, and why this job would be a good fit for you to jobs@dpsfoundation.org. To ensure your submission is considered, please include Finance Controller in the subject line. No telephone inquiries, please. Position is open for immediate hire and will be open until filled. DPS Foundation encourages all qualified candidates to apply.

DPS Foundation requires all employees to provide documentation of COVID-19 vaccination as a condition of employment, unless a medical or religious exemption exists.

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.



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JOB SUMMARY

While the position is part-time, it fully qualifies for all benefits at 25 hours per week. During the initial three months you should expect 30 hours per week, that will reduce to a maximum of 25 hours per week after initial onboarding. A relatively consistent schedule of 4 days per week is desired and is flexible on which days.

ESSENTIAL JOB FUNCTIONS

Accounting and Financial Responsibilities

- Prepare bank deposits via remote desktop teller system (with occasional trips to financial institutions) and regular intra-bank transfers
- Process all financial activity accurately through the accounting system including leading accounts payable, accounts receivable, cash receipts, payroll, and journal entries
- Produce budget to actual reports for department leaders on a regular basis including analysis of finance expenses and manage the annual budget
- Prepare month-end reporting including reconciling bank and endowment accounts and gifts in accounting system (QuickBooks) with gifts in donor database system (Raiser's Edge)
- Preparation of the annual audit including supporting schedules for auditors
- Maintain and track all fixed assets including annual depreciation
- Prepare annual form 1099-MISC for vendors and IRS
- Ensure tax credit documentation is sent to donors in collaboration with the Database Manager
- Maintain the accounting system and perform regular backups
- Provide support for finance projects and meeting preparation as assigned; attend meetings as required
- Adherence to internal controls is essential to ensure highest fiduciary responsibility
- Maintain an accurate filing and record keeping/reporting system for all financial matters
- Understand and account for all investments
- Collect and prepare monthly Stoplight Metric Report for Team Meetings and reports for Board of Directors as needed on monthly and quarterly basis
- Prepare standard financial reports for board meetings
- Prepare ad hoc financial reports for board meetings or board committees as directed
- Serve as staff liaison to Finance Committee of the board

Grant Responsibilities

- Oversee and facilitate grants and/or gifts to schools and departments, including drafting correspondence, processing for payment, and follow-up
- Oversee grants portfolio inclusive of regular meetings with DPS grant and financial managers to ensure financial and programmatic accountability; portfolio includes grants based on groupings such as multi-year, multiple grants based on funder or program and/or thresholds
- Work closely with Grants Administrator to ensure regular communication is taking place to ensure financial and programmatic accountability including report due dates and spending for other grants
- Work closely with Grants Administrator and DPS staff to improve communications and processes, as appropriate
- Oversee grant spending ensuring DPS has protocols in place to ensure compliance



QUALIFICATIONS AND SKILLS

The ideal candidate should possess the following:

- A curious, intuitive, and persistent mindset who takes initiative and has incredible follow-through
- Ability to prioritize effectively and ability to organize and manage multiple tasks and projects simultaneously from conception to execution
- Relationship building experience; enjoys connecting authentically with stakeholders and wants to nurture those relationships long-term
- Experience using Microsoft Office Suite and Google platform to accomplish daily tasks, projects, and meetings as well as ability to operate typical office equipment
- A high level of professionalism, integrity/ethics, and confidentiality
- Passion for breaking patterns of historic inequalities in education by creating opportunities through philanthropy for our most vulnerable students
- Flexibility to work remotely as well as in an open-office environment, depending on circumstances, and occasional weekend and evening hours during events, as needed
- Associate's or Bachelor's degree with/or a minimum of five-years' experience in bookkeeping and accounting in a not-for-profit environment;
- Experience with accounting software required (QuickBooks Premier-Nonprofit Edition preferred)

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