



**About RMHC-Denver:** Since 1979, Ronald McDonald House Charities of Denver, Inc. (RMHC-Denver) has offered a loving home away from home to families needing to be near their seriously ill or injured children while they're being treated at metropolitan area hospitals. You will be joining a staff of people who are passionate about caring for families and nurturing a strong community.

Job Title: <b>Finance Manager</b>	Effective Date: <b>01/20/2025</b>
Reports to: <b>VP, Finance &amp; Administration</b>	FLSA Classification: <b>Exempt, salaried</b>
Position Level: <b>Manager</b>	Pay Range: <b>\$75,000.00 - \$82,000.00</b>

**RMHC-Denver** is looking for a detail-oriented, organized and motivated finance professional to join our team as a Finance Manager. In this role you will implement processes, ensure proper controls, and contribute to driving our mission forward. If you're ready for a rewarding challenge, we want to hear from you!

*To protect the health of the families we serve and our staff, Ronald McDonald House Charities of Denver has a mandatory Flu Vaccination requirement for all employees. Exemptions may be considered.*

**Job Summary**

The Finance Manager will oversee accounting management, internal controls, and policies, while preparing and analyzing financial statements to support our mission. Key responsibilities include managing journal entries, month-end close processes, financial and payroll reconciliations. The Finance Manager will also assist with budgeting, forecasting, and the preparation of detailed financial reports. Proficiency in QuickBooks Online and a strong foundation in nonprofit bookkeeping practices are essential for success in this role. This position will help implement efficient processes, ensure proper accounting controls, and mitigate financial risks, contributing to the organization's sustainability and impact.

**Essential Duties, Responsibilities & Functions**

The primary duties and responsibilities of this position are listed below. The primary duties of this position may be modified based on business needs or regulatory requirements. This position may be assigned additional duties not specifically listed below.

**Financial Management and Reporting**

- Generate, review, prepare and distribute accurate and timely financial reports including income statements, balance sheets, and cash flow statements for the Leadership Team, Senior Leadership Team, Finance Committee, and Board of Directors.
- Support VP of Finance & Administration with creating organizations annual budgets and financial forecasts.
- Assists in yearly audit and 990 Tax filing preparation, ensuring accuracy and timeliness of audit schedules, workpapers, and reconciliations to be handed off to external auditors.
- Coordinate preparation and filing of Form 5500 and 8955-SSA with the 401k Third-Party Administrator (TPA).
- Assists VP of Finance & Administration with general cash and investment management. Responsible for recording, reporting, and reconciling all cash and investment accounts, including all changes to cash, purchases and maturities of investments, and receipt of interest earnings.
- Calculates and submits city and state sales/use tax reports.



- Reviews and approves all US state required Charitable Registrations; monitors charitable registration services and invoicing.
- Prepares and submits all Colorado state business reporting requirements and helps to maintain nonprofit status through reporting as required.

### **Accounting Operations**

- Manages A/P, A/R, and Medicaid Billing operations which includes supervising one direct report.
- Completes all bookkeeping functions of A/R.
- Records and maintains accuracy of donated in kind items (such as supplies) and services, and reconciles accounts related to donated and sold auction items.
- Maintains accurate and up-to-date financial records, including accounts payable and receivable, general ledger, and bank reconciliations.
- Monitors and reconciles balance sheet accounts.
- Accurately completes month-end close processes, including journal entries, and updates procedures as necessary.
- Ensures efficient and smooth accounting procedures are implemented across the organization, taking into account separate levels of control and fraud mitigation.
- Direct supervision of the general accounts payable process and team of 1.

### **Compliance and Best Practices**

- Ensures compliance with accounting principles, regulatory requirements, audit best practices, and company policies.
- Works with VP of Development & Marketing and the Development & Marketing Team to ensure timely and accurate reconciliation between accounting system and donor database.
- Supports Finance & Administration Team as a subject matter expert on accounting best practices, educating the rest of the staff as necessary.

### **Education, Experience & Abilities**

- Bachelor's degree in Accounting, Finance, or Business Management.
- A minimum of 5 years of experience in accounting, finance, including 3 or more years in a supervisory role is required.
- Expertise in financial management systems such as Financial Edge and QuickBooks online.
- Proficient in the MS Office Suite (Excel, Word, PowerPoint, Outlook).
- Familiarly with virtual collaboration tools such as Zoom or Teams.
- Demonstrated excellence in financial record-keeping with a keen eye for accuracy.
- Strong analytical and critical thinking abilities to support financial decisions.
- Effective communication and people skills to collaborate with cross-functional teams.
- Proven accounting capabilities, with nonprofit experience preferred.
- Excellent written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team, fostering a collaborative environment.

### Physical Requirements

- Ability to perform physical requirements of an office-based position, including sitting, standing, lifting, and operating office equipment.
- Ability to travel between RMHC-Denver locations, to the bank and other job related or meeting events.
- Ability to handle typical noise conditions with working in an office environment.

This is a full-time, exempt, salaried position, with the expectation of working 40 hours per week. The general work schedule will be M-F, to include some evenings and occasional weekends. This position's time will be based out of our Denver House, with regular travel to the Aurora House and other work-related locations. This position is eligible for all full-time benefits, including health, vision, dental, long-term disability, life insurance, an EAP, and a retirement savings benefit (eligible after the waiting period), paid time off, and sick leave.

**How to apply:** Please submit a resume or application to [careers@rmhc-denver.org](mailto:careers@rmhc-denver.org). Position will be open until filled. No phone calls, please.

**Our Culture: At RMHC-Denver,** our culture is built on collaboration, innovation, and a shared commitment to our mission. We value diversity and encourage open communication, and we celebrate our successes together and support each other through challenges. Join us and be part of a team that is dedicated to making a real difference in the lives of families in need.

RMHC-Denver provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, RMHC-Denver complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.