

<b>Position Title:</b> Accounting Manager		<b>Position Duration:</b> Permanent
<b>Org Unit:</b> Finance & Accounting		<b>Reports to:</b> Finance Director
<b>Employment Status:</b> W2	<b>Starting Salary:</b> \$66,000 - \$79,000	<b>FLSA Status:</b> Exempt

## Introduction

Impact Charitable is a Denver-based nonprofit 501(c)3 organization that exists to help close the gaps between the sources of impact-first capital and communities, ventures and funds who have traditionally faced systemic barriers to accessing critical financial resources. We envision a world in which change makers can thrive by having access to the funding needed to fulfill their visions and solve systemic problems.

Impact Charitable unites catalytic philanthropists with community partners, financial institutions, foundations, social enterprises, and governmental bodies. As an Impact Capital Catalyst, Impact Charitable unlocks and accelerates capital that sparks positive change. We move more money, in more ways, to more people and places.

## Position Summary

The Accounting Manager maintains Impact Charitable's general ledger, donor, grantee, and vendor records. They partner with the Direct Cash Assistance and Integrated Capital program teams for program accounting, and the Human Resources Director for payroll and compliance. The Accounting Manager reports to Impact Charitable's Finance Director.

## Essential Duties

- **General Accounting**
  - Perform, monitor and manage the day-to-day accounting and month end close functions
  - Manage employee payroll processing and contractor compensation
  - Manage accounts payable

- **Audit & Tax Compliance**
  - Ensure preparation of IRS Form 990, Forms 1096 and 1099s, and W3s and W2s
  - Facilitate annual external accounting and Single audit
  - Assist with reviewing and evaluating internal controls to ensure appropriate processes and procedures are in place
  
- **Program Accounting**
  - Track revenue and expenses by project/fund, and serve as the main liaison with program staff to ensure transactions are booked accurately.
  - Ensure timesheets are completed for programs contractors and employees
  - Partner with program staff to ensure program budgets are entered correctly and well-managed
  - Partner with program staff to ensure accuracy of financial reporting, including budget vs. actual reporting
  - Partner with program staff to support grant and contract invoicing and collections
  - Ensure applicable internal financial policy compliance among staff
  
- **Grant Management**
  - Support grant management and financial reporting of donor and public award
  - Work with program teams to ensure compliance with award requirements
  - Support program teams to do forecasting and budget realignments for awards
  
- **Financial Reporting & Analysis**
  - Assist with treasury/cash management
  - Support Finance Director with monthly reporting to Executive Director and Board Treasurer
  - Support Finance Director with quarterly reporting to Audit & Finance Committee and Board of Directors
  - Prepare ad hoc financial analysis

## Key Competencies

- Understanding of and commitment to the mission and values of Impact Charitable
- 5+ years of progressive experience in a similar role with a nonprofit organization
- Degree in Accounting, Finance or Economics required. CPA preferred.

- Experience with Foundant software (eg. CommunitySuite, Grant LifeCycle Manager, Scholarship LifeCycle Manager) a plus. Willingness and ability to learn new information systems.
- Strong communication skills and the ability to work well with people
- Good skills related to prioritizing, maximization of time use and meeting deadlines
- Experience with grant management and financial reporting, ideally on federal awards

## Work Environment

- Denver / Hybrid
- There is no expectation or required travel for this scope of work.