

YOUTH ON RECORD FINANCE & GRANTS MANAGER

THE OPPORTUNITY

Youth on Record is a fast growing nonprofit organization with an operating budget of \$2.3M. With over 500 sources of revenue (35% of which is earned,) including \$850,000 from 20+ foundation grants, and projections to grow our team from 18 FTE employees to 40 in three years, YOR's financial position is strong, diversified, and primed to grow leaps and bounds.

Ok – let's face it – if you glossed over (or were confused by) the above statement, it's best to check our employment page for other opportunities. But – if you LOVED reading the above, and began imagining yourself as a part of a team that tells YOR's story by reconciling monthly financials, preparing financial reports for various stakeholders, and ensuring that YOR is financially compliant and transparent to funders and constituents alike, then this position is for you. Do you have a degree in finance, and experience with grant compliance and budget reporting? Even better! Do you soon want to be a CFO for a mission-based organization in music and entertainment? Yes?! Ok – what are you waiting for – apply already!

As the newest member of YOR's finance team, we'll be looking to you to help tell the financial story of YOR, and build systems for our growing organization. This is a new position – so this means you'll be helping to build this job, in partnership with the Executive Director. This means we'll need you to be daily comfortable with some level of creative problem solving and ambiguity.

The Finance & Grant Manager supports essential accounting functions related to accounts payable and accounts receivable, monthly financial statements, contractor financial management, and grant management and compliance. This position will be supported by YOR's contracted bookkeeper and will work with an audit firm for our FY 22/23 Audit, as well as our grant writing partner, Point b(e) Strategies.

Additionally, this position will work closely with the Executive Director and Deputy Director on projecting budgets and financial strategic planning.

This is a full-time exempt position reporting directly to the Director of Business & Culture.

FINANCE & GRANTS MANAGER



✦ We're Hiring! ✦



BENEFITS

- **STARTING SALARY \$60-66K**
- **FULL TIME EXEMPT**
- **SUPERVISOR ROLE: NOT CURRENTLY**
- **START DATE: FLEXIBLE**
- **DEPARTMENT: BUSINESS & CULTURE**

- **Health Benefit:** YOR will pay \$350 per month towards the company's health insurance.
- **Mental Wellness Stipend:** \$650 to use for mental wellness support, dispersed as needed
- **Paid Time Off:** 120 hour per year

SALARY

HEALTH, WELLNESS & GROWTH

FULL-TIME EXEMPT EMPLOYEE

BUSINESS & PROFESSIONAL DEVELOPMENT

- **Cell Phone:** YOR pays for your device and cell phone service
- **Professional Development:** \$850 provided for professional development - internal and external. These opportunities are often assigned by supervisor
- **Retirement:** YOR will match up to 3% of Gross Salary

ARTS & CULTURE

- **Studio:** Each employee has access to the recording studio for person use for 4 hours a month, use of YMS for two personal/private events per year
- **Tickets & Giveaways:** YOR will offer tickets to concerts and cultural events throughout the year



✦ We're Hiring! ✦

BENEFITS





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ESSENTIAL DUTIES & RESPONSIBILITIES

Finance & Accounting Support

- Prepares all financial reports and projections for the organization, including monthly accounting transaction logs, cash flow reports; board member contribution reports; and all other reports as assigned;
- Works closely with Executive Director to prepare multiple five year pro-forma scenarios
- Supports all Department Directors with monthly budgets reconciliations and future projections
- Maintains organization's headcount chart and tracks changes and growth
- Manages accounts receivable and accounts payable functions with the external accounting consultant
- Submits and codes invoices using various systems for school partners, earned corporate contracts, and government contracts
- Deposits and tracks all incoming payments and contributions
- Prepares monthly credit card and expense reports for approval
- Maintains financial records and filing systems
- Ensures financial records and filing systems are audit-ready
- Leads annual financial audit
- Other duties as assigned



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ESSENTIAL DUTIES & RESPONSIBILITIES

Grant Compliance

- Inputs all grant awards into grant management database and CRM (Salsa)
- Prepares all budget scenarios for all grant applications
- Prepares all budget reports for grant compliance
- Maintains grant management database in Asana
- Ensures grant funds are used in accordance with grant requirements
- Reviews and prepare invoices for funders accordance with grant provisions and requirements
- Establishes, implement, and maintain policies and procedures in accordance with federal grant requirements
- Establishes and maintains electronic and hard-copy files for tracking and reporting purposes
- Prepares letters of acknowledgements when grant funds are received
- Maintain donor files including submitted proposals, letters of agreement, and interim and final reporting
- Maintains and retains pertinent records
- Maintains charitable online registrations and periodic reporting through Colorado Secretary of State



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ESSENTIAL DUTIES & RESPONSIBILITIES

Vendor/Contractor Management

- Create and maintain vendor and contractor files, gather W-9s, and update vendor and contractor information within Bill.com and QuickBooks
- Create vendor and independent contractor agreements and route through DocuSign to obtain signatures

Justice, Diversity, Equity, and Inclusion:

- We ask that all YOR employees have at least a baseline understanding of the systemic racial and social inequities that YOR's programs seek to solve for
- Understanding of racial equity, health equity, racial disparities, and social justice frameworks
- Must have strong emotional intelligence and resiliency skills to lead and/or actively participate in advancing our work relative to racial, social, and economic justice



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KNOWLEDGE, SKILLS, & ABILITIES

Required:

- 2-3 years professional experience with nonprofit accounting and financial management
- Proficient with Office365, Google Drive, Asana, and CRM databases
- Understanding of grant management and compliance
- Proven track-record of project management (we'll need to see examples in the interview process)
- The ability to tell a story through numbers
- Superior organizational skill including the ability to move quickly between tasks, set priorities, and meet deadlines.
- Ability to work independently, be flexible, and work well under pressure in a fast-paced team environment (please note that YOR is a highly entrepreneurial environment. The pace is fast, and expectations of excellent permanence are maintained at all levels).
- The ability to make financial reports reader-friendly to folks with little to no financial experience
- The ability to create financial reports for financial experts

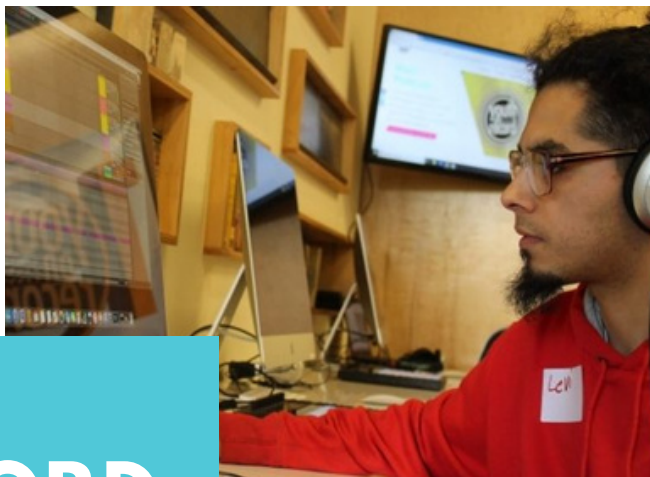


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KNOWLEDGE, SKILLS, & ABILITIES

Preferred:

- Associates or bachelor's degree in accounting or finance preferred
- Ability to create pro forma scenarios
- Proficiency with QuickBooks and Bill.com, or similar accounting software
- Experience working with Salsa CRM
- Design experience in Canva or similar design platform



✦ **We're Hiring!** ✦

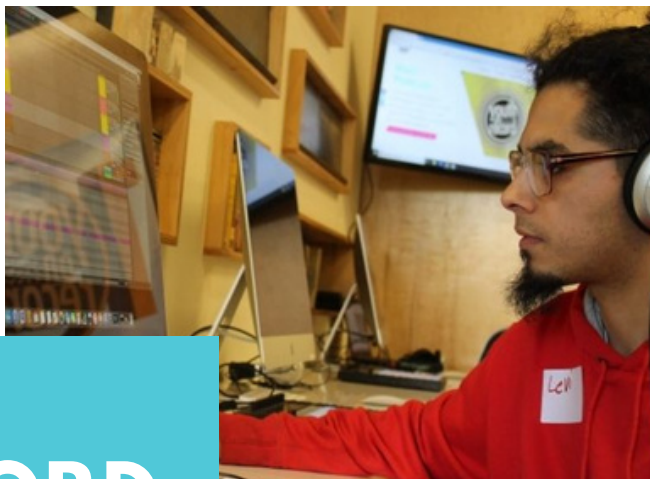
WORKING AT YOUTH ON RECORD

COVID-19 Vaccination:

In order to protect the health and safety of our staff and the communities we serve, Youth on Record requires employees, including some designated remote workers, to provide proof of their COVID-19 vaccination

Equitable Hiring Practices: YOR takes all measures to ensure that community members from a variety of backgrounds and lived experiences have the opportunity to work for us. As such, we consider but do not base employment off the following: Education: Youth on Record is an education organization, so we clearly value education. We also know that access to higher education isn't available to all people. While we do consider the advanced education backgrounds of our applicants, we do not require high school diplomas or university degrees for any of our positions: Traditional Work Experience: The creative sector and making music profession offer many opportunities to gain skills that are applicable to our work; as does lived experience. So, while we do consider employment history, length of steady employment, and references when hiring new employees, we also consider the whole identity, life-experience, self-study, community involvement, quality and impact of artmaking, and a willingness to grow and develop in our applicants; Criminal Records: We background check all employees at Youth on Record in an effort to ensure the safety of our students. That said, inequities in our criminal justice systems are considered when hiring employees with criminal backgrounds. Additionally, there are some past criminal offenses that do not impact the ability of our employees to perform their job duties. We speak openly and honestly with prospective and current employees about past criminal offenses and make case-by-case decisions about new and continued employment based on circumstances surrounding the offense. There are some offenses which do automatically disqualify you for working at Youth on Record, which include crimes against children

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WORKING AT YOUTH ON RECORD

Work Environment:

YOR's work is fast-paced, detail and deadline oriented. We are highly communicative, with a commitment to nonviolent communication practices and a trauma-informed approach to management. YOR is operating in a hybrid virtual and in-person schedule. In-person meetings and tasks will be completed based on the current needs of the organizations.

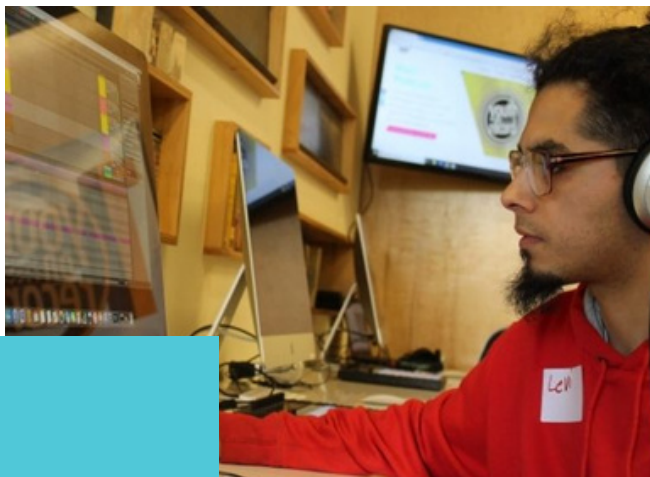
YOR's Company Culture:

INNER-LIFE WORK: YOR is committed to the whole employee. Our commitment to "Inner-Life Work" provides our team with personal and professional workshops, activities, and opportunities for reflection that aim to support their growth, their goals, and their vision for their lives.

SUPPORT: YOR offers direct support to employees through management check-ins, mentorship and coaching, robust professional development training, professional goal setting, generous fringe benefits and competitive salaries, and opportunities to provide direct, transparent, and upward feedback about our work and work culture.

ACCOUNTABILITY: YOR is committed to ensuring that our work is excellent. To achieve this, teams are held accountable to program outcomes, project deadlines, program outputs, and financial oversight by way of peer-to-peer coaching & critical feedback, supervision, mid-year planning sessions, monthly all staff meetings, regular team meetings and annual 360 reviews.

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APPLICATION MATERIALS

- Please send your resume and a cover letter as a single PDF document to careers@youthonrecord.org referencing “Finance & Grant Manager” in the subject line.