

**Title:** Director of Business and Finance (DBF)

**Reports to:** Deputy Director

**Department:** Business & Culture

**Team:** Leadership Team

**Position Type:** Full-Time Exempt

**Target Start Date:** June 1, 2023

**Location:** 1301 W. 10th Ave. Denver, CO 80204 and 1292 W 10<sup>th</sup> Ave. Denver, CO 80204

**Base Salary:** 75-89K

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 employees to 40 in three years, YOR's financial position is strong, diversified, and primed to grow leaps and bounds.

As a key member of the YOR Leadership Team, the **Director of Business & Finance** is focused on the strategy and execution of Business Operations, Financial Reconciliation, Analysis, and Planning across the organization. The DBF drives operational excellence through continuous improvement of YOR's processes, tools, reporting, and systems. Leveraging a strong project management and business mindset, the DBF will ensure successful execution of daily operations. As a people-leader, the DBF will build strong relationships at all levels, while embodying YOR's values of accountability, self-sufficiency, and creativity.

### **Key Responsibilities:**

#### **Business/Finance**

- Prepare all financial transaction logs, to be submitted monthly to contracted bookkeeper
- Prepare financial reports and projections for the organization, including cash flow reports, board member contribution reports, etc.
- Partner with Executive Director to prepare multiple five year pro-forma scenarios
- Support Department Directors with monthly budgets reconciliations and future projections
- Support all Directors with annual budget projections
- Maintain organization's headcount chart, tracking changes and growth
- Manage accounts receivable and accounts payable functions with support from our external accounting consultant
- Submit and code invoices using various systems for school partners, earned corporate contracts, and government contracts
- Deposit and track all incoming payments and contributions
- Prepare monthly credit card and expense reports for approval
- Maintain financial records and filing systems
- Ensure financial records and filing systems are audit-ready
- Lead annual financial audit
- Oversee the creation and maintenance of vendor and contractor files, gather W-9s, and update vendor and contractor information within Bill.com and QuickBooks.
- Oversee the creation of vendor and independent contractor agreements and route through DocuSign to obtain signatures.

## **General Operations & Technology Systems**

- Maintain, enhance, and implement the operational systems, processes, and policies in support of Youth on Record's mission
- Oversee all contract management including corporate clients, schools and program partners, consultants, and partner artists.
- Manage communications with Denver Housing Authority and Ross Management as they relate to facilities
- Supervise Operations Manager's coordination of outside vendors
- Supervise Operations Manager's coordination and maintenance of executives' schedules, appointments, and travel arrangements
- Support onboarding staff to technology systems including Asana, Salsa CRM & Engage, Google Suite, Microsoft Office Suite, Zoom, Dropbox
- Make and implement recommendations for improvement of company-wide hardware distribution system
- Make and implement recommendations for company-wide cybersecurity improvements
- Manage company cell phone plan and devices with Verizon

## **Compliance**

- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Oversee all insurance policies, certificates, and any additions needed for special events
- Responsible for ensuring proper registration and renewals with Secretary of State, SAM.gov, and Grants.gov
- Responsible for ensuring all tax exemption documents are up to date

## **Qualifications**

- 1-3 years of experience in Operations Leadership (management role or higher)
- Strong understanding of financial reporting (Balance Sheet/P&L) and budget management. Experience creating pro forma scenarios is a plus.
- Experience leading projects, managing vendor relationships, and implementing new technologies where needed
- Fluent in a spectrum of business technology including Asana, CRMs, QuickBooks, Google Suite, Microsoft Office, Zoom, etc.
- Passionate about building positive cross-functional relationships and leading others
- Experience supporting/scaling a fast-growing nonprofit, social enterprise or small business (preferred, but not required)

**Benefits:** Youth on Record offers a robust benefits package which includes health insurance, retirement matching fund, 200 hours paid-time-off, various holiday observations, a mental wellness stipend, cell phone and coverage, professional development, inner-life development, fitness center membership, free access to recording studio for personal projects for a

minimum of four hours per month, annual use of Youth Media Studio for two approved personal events (such as graduations, baby showers, birthday party, etc.), the opportunity to work remotely when necessary, access to arts and cultural events throughout the year.

**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.

#### **Work Environment:**

YOR's work is faced-paced, and detail and deadline oriented. We are highly communicative, with a commitment to nonviolent communication practices and a trauma-informed approach to Management.

#### **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, weekly all staff meetings, and annual 360 reviews