

DIRECTOR OF BUSINESS AND FINANCE

ABOUT 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 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.



✦ We're Hiring! ✦



DIRECTOR OF BUSINESS AND FINANCE



✦ We're Hiring! ✦

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.

DIRECTOR OF BUSINESS AND FINANCE



✦ We're Hiring! ✦

KEY RESPONSIBILITIES

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



✦ We're Hiring! ✦

QUALIFICATIONS AND BENEFITS

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.

Base Salary: 75-89K

DIRECTOR OF BUSINESS AND FINANCE



✦ We're Hiring! ✦

APPLICATION INFORMATION

- Interested candidates, please send your cover letter and resume to careers@youthonrecord.org with the subject line: Director of Business and Finance