



Colorado Chautauqua Association

POSITION DESCRIPTION

August 2022

Director, Finance and Accounting

Mission and Values

CCA is a Colorado non-profit corporation dedicated to preserving, perpetuating and improving the site and spirit of the historic Chautauqua by enhancing its community and values through cultural, educational, social and recreational experiences. The chautauqua experience is based on lifelong learning, love of nature, voluntary simplicity, and music, oration and the arts.

General Description

The Director of Finance & Accounting (DFA) reports to the Chief Executive Officer (CEO), is a member of the senior management team, and works closely with the CEO, the Board of Directors and staff throughout the organization. The role of the DFA is to work closely with CEO in determining long-term financial goals and developing strategies to achieve the financial objectives of CCA. The DFA manages the organization's financial operations, including oversight of accounts payable and receivable, budgeting, production of financial statements and reports, and advisement of the senior management team on financial decisions.

The DFA partners with the senior leadership team in strategic decision making and oversees CCA's financial strategy and planning. The DFA has broad knowledge of all financial, accounting and business principles and is a hands-on and participative manager, leading and developing an internal team supporting the following areas: finance, accounting, business planning, and budgeting.

This is a full-time exempt position managing all finance, accounting, business insurance, and risk management functions of a complex non-profit organization, interfacing with others both internally and externally. Some evening and occasional weekend work is required in meeting position responsibilities. For emergency and inclement weather reporting purposes this position is non-essential.

Major Duties and Responsibilities

Financial Leadership

- Provides leadership and strategic financial input on issues affecting the organization (e.g., evaluation of potential partnerships, lease negotiations, investments, etc.).

- Drives the financial planning of the Association by continually analyzing its performance and acting to prevent problems and reduce risks to ensure CCA's long term financial viability and success.
- Advises the CEO and other key members of senior management on financial planning budgeting, cash flow, investment priorities, and regulatory matters.
- Interprets the company's financial results to management and recommends improvement activities.
- Ensures that CCA resources are managed in an optimal manner.
- Engages in ongoing cost reduction analyses in all areas of the company.

Financial Management

- Forecasts cash flow positions, related borrowing needs, and available funds for investment.
- Ensures that sufficient funds are available to meet ongoing operational and capital investment requirements.
- Continually seeks ways to maximize funding (e.g., SCFD contributions, investments, vendor contracts, etc.).
- Oversees cash flow planning, manages organizational cash flow.
- Performs financial modeling and analysis of programs and projects and conducts analysis of financial risks and benefits of various business initiatives. Forecasts return on investment (ROI) for current and future programs.
- Develops forecasting models to project future financial performance.
- Effectively communicates and presents critical financial matters to the Chief Executive Officer.

Financial Analysis and Reporting

- Continuously improves administrative and operational accounting services such as cash management, accounts payable processing, payroll, and purchasing.
- Analyzes and presents financial reports in an accurate and timely manner; clearly communicates monthly and annual financial statements, budget assumptions, and forecasts to senior leadership.
- Prepares and presents monthly financial statements to Finance Committee and/or Board of Directors as required. Provides other information/documentation as requested by the Chief Executive Officer or Board of Directors.
- Prepares cash flow statements as needed ensuring that cash flows are steady and support operational requirements.
- Prepares documentation to support outside tax reporting (IRS 990), and SCFD reporting (Forms A & B). Prepares SCFD certification and qualification reporting and manages other local and state regulatory reporting requirements.
- Prepares financial analyses for contract negotiations.
- Oversees the negotiation and administration of vendor contracts.
- Monitors investment portfolio as appropriate and bank balance positions during the year.

- Produces financial reports for foundation and other funder grants; maintains shared grant reporting calendar due dates and submissions, including all required financial deliverables as stated per grant awards and contracts.

Financial Controls and Systems

- Tracks operational metrics (KPI's) and prepares progress and trend reports to senior leadership on a monthly basis.
- Identifies and monitors key financial indicators/ratios and prepares progress and trend reports to senior leadership monthly.
- Develops and implements a robust contracts management system, ensuring that the contracts are in place, complete, and regularly updated. Ensures that staff adhere to billing and collection schedules.
- Coordinates and leads the annual audit process, prepares detailed audit schedules, interfaces with external auditors and the finance committee of the board of directors, and assesses whether changes are required.
- Safeguards assets and assures accurate and timely recording of all transactions by implementing discipline of internal audits, controls and checks across all departments.
- Oversees all accounts, ledgers, and reporting systems, ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Provides oversight on credit card reconciliation, employee expense reports, cash control, and oversees payroll tax compliance.
- Monitors current transactional, record keeping and financial systems and makes recommendations for ongoing improvements in functionality as required.
- Creates and maintains finance manuals and other working documents as needed to ensure staff adhere to recommended practices and procedures.
- Annually reviews and updates all business policies and accounting practices and incorporates changes into a comprehensive policy and procedure manual.
- Ensures adherence to financial laws and guidelines.

Accounting

- Coordinates and oversees the quality and accuracy of the financial reporting practices of the accounting department.
- Ensures the accuracy and productivity of the day-to-day activities of accounts payable, cash disbursements, invoicing/billing, customer credits and collections, payroll, taxes, fixed assets, general and cost accounting.
- Ensures timely and accurate preparation of accounts receivable (A/R) transactions, cash receipts and bank deposits for all CCA departments, including annual Ground Lease, Maintenance and Cultural Residency Fee billings for all cottage owners, as well as monthly Private Cottager Lease, Chautauqua Dining Hall, and Colorado Music Festival billings.
- Manages commercial banking, insurance and credit card company relationships.

- Ensures accurate preparation of monthly state and city sales, accommodations and admissions tax returns.
- Facilitates an appropriate credit resource and merchant account system with competitive terms and rates.
- Oversees all financial, project/program and grants accounting.
- Manages and provides ongoing training to accounting personnel.

Budgeting

- Leads annual budgeting and planning process in conjunction with the CEO, including overseeing financial plans and budgets; monitoring progress and changes; and keeping the senior leadership team abreast of CCA's financial status.
- Plans and prepares information/reports in anticipation of the annual operating budget development, including annual budget memo.
- Provides guidance and support to staff throughout budgeting process.
- Prepares and presents financial statements to Finance Committee and/or Board of Directors as required.
- Reports to management on variances from the established budget, and the reasons for those variances.
- Provides other information/documentation as requested by Chief Executive Officer or Board of Directors.
- Allots funds for capital projects and works with department heads to ensure adherence to capital expenditure schedules and budgets.
- Continually improves the budgeting process through education of department managers on financial issues impacting their budgets.
- Continually seeks out increasingly more efficient budgeting methods.
- Develops documentation of procedures and recommendations for process improvements.

Insurance and Risk Management

- Oversees development and maintenance of a Business Continuity Plan which outlines a process for recovering from different levels of disaster.
- Coordinates the application process and selection of all property, liability (including directors and officers), excess liability insurance coverage.

Legal

- Reviews and engages legal counsel, when appropriate, on various contracts, lease agreements, purchase agreements, organizational policies, and general legal issues. Facilitates requests from private owners to transfer ownership in their cottage in accordance with the City of Boulder lease and private owner subleases. This includes interfacing with owner, real estate agents, buyer and seller attorneys, title companies as well as facilitating execution of new sublease agreements as appropriate.

Other Responsibilities and Duties

- Evaluates finance and accounting team processes and continually improve the efficiency and effectiveness of the group as well as providing individuals with professional and personal growth opportunities.
- Supervises all accounting and finance personnel, including establishing objectives and key results and conducting employee evaluations.
- Maintains excellent rapport with staff, guests, Board members and key stakeholders.
- Remains up to date on best practices in nonprofit finance, business systems and internal control measures, and state and federal law regarding nonprofit operations.
- Represents the organization externally, as necessary, particularly in banking and lease negotiations.
- Performs other duties as assigned.

Reporting Relationships

- Reports to the Chief Executive Officer
- Supervises the Accounting Coordinator

Required Qualifications

A combination of education and experience may be considered.

Education

- Bachelor's degree in accounting, finance, or relevant field; master's degree and CPA a plus.

Experience and Skills Required

- 10+ years of senior-level management experience, budget preparation, accounting and financial management, risk management, office management, and staff supervision.
- Capable and practiced in developing accounting policies, procedures and systems required and monitoring for compliance.
- Proven ability to assess and streamline/strengthen organizational practices, procedures, controls, and systems.
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making.
- Knowledge of automated financial and accounting reporting systems.
- Advanced use of Windows-based computer software and applications, including Office 365, and QuickBooks.
- Experience overseeing the negotiation and administration of vendor contracts.
- Ability to translate financial concepts to – and to effectively collaborate with – operations colleagues who do not necessarily have finance backgrounds.
- Demonstrates excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.

- Demonstrates a collaborative and flexible style, with a strong service mentality, and proven ability to develop new ideas and creative solutions.
- Exceptional budgeting and financial skills, including “hands-on” accounting, short and long-term budgeting and forecasting, rolling budgets, and analysis.
- Excellent writing and analytical skills.
- Effective and persuasive presentation skills on controversial or complex topics to top management, public groups and/or board of directors.
- Excellent organizational and leadership skills.
- Ability to work well within a team-environment, in which integrated efforts are required to meet goals and mission.
- Demonstrated ability to multi-task, deal with complexity and manage details.
- High level of professionalism, discretion and commitment to maintain confidentiality.
- Excellent people management/supervisory skills.
- Exceptional project management and organizational skills.
- Ability to work independently, with minimal supervision and to function effectively in fast-paced, complex, demanding environment.
- Ability to understand and “operationalize” CCA’s mission, while recognizing the importance of profitability, good management and team-work.

Additional Desired Experience

Nonprofit financial management, familiarity with SCFD funding and accounting.

Physical Requirements

Duties require lifting and/or carrying of objects weighing up to 20 pounds. Must be able to climb stairs, ladders as well as navigate the site which has a 200-foot elevation change.

Additional Qualifications

Every employee at the Colorado Chautauqua Association is expected to be a creative problem solver as well as possess a strong and positive attitude regarding hospitality and customer service, striving to provide a high-quality guest experience through every action taken.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualification associated with the job.