



## **JOB DESCRIPTION: Financial Manager**

San Luis Valley Great Outdoors (SLV GO!) formed in 2013 as a coalition by a group of citizens, educators, and community leaders who recognized the tremendous opportunity to enhance recreational experiences, improve wellness, and connect the communities across the six-county region of the San Luis Valley in southern Colorado.

Today, SLV GO! has 6 full time staff members, multiple part time employees, 8 seasonal full time crew members, and a growing list of more than 140 volunteers and over 40 partners. SLV GO! gained 501(c)(3) status in April of 2018. Our primary programs are: the Great Outdoors Action Team (GOATs) which build and repair trail along with other stewardship projects through the San Luis Valley; Generation Wild coordination for 10 partners providing youth outdoor programs; the Regional Partnership Initiative working toward balancing conservation and recreation for the San Luis Valley; the establishment of the Sangre de Cristo Dark Sky Reserve; the Heart of the Valley Trail planning; Park Rx and the Embajadors, and working with communities through the SLV to connect them to their open space.

## **POSITION SUMMARY:**

Reporting directly to the Executive Director, the Financial Manager provides accounting, budgetary, operational, and programmatic support to all agency programs and activities. The Financial Manager directly oversees all accounting, budgeting, payroll, and benefits as directed by the Executive Director. The Financial Manager is the primary agency contact for all contractual matters, proposals for new or extended programs and new business development. The Financial Manager serves as an active member of the SLV GO! team helping to develop and implement the organization's vision and mission. The Financial Manager must enjoy working within an environment that is mission-driven, results-driven, and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations and will possess strong written and verbal communication, administrative, and organizational skills. The ability to maintain a realistic balance among multiple priorities is imperative. The Financial Manager must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.



## **PRINCIPAL RESPONSIBILITIES:**

- Ability to create complex financial models demonstrating financial sustainability, risk tolerance and manage cash flow analysis, budgeting, and financial reporting
- A strong commitment to integrity, ethical business practices, building trust and respect, and to a people-centered culture of inclusion and collaboration
- Experience with nonprofit fund accounting
- Expert in Excel spreadsheets for financial modeling, experience in preparing compelling presentations for Boards of Directors, donors, and investors
- Executive mindset – professional, excellent communication skills, leads by example
- Excellent grasp of contract language and editing, contract administration is helpful, as is some experience in public accounting
- Successful track record of managing employees in an HR department and engaging with legal counsel- proven ability to positively work with and through others at all levels in the organization

## **Executive Director Support: 20% of time**

- Provide comprehensive support services to the Executive Director that ensures outstanding communication and responsiveness
- Prepare and edit presentations, reports, and memos
- Assist in other administrative tasks as needed

## **QUALIFICATIONS:**

- Experience: 2 to 5 years related work experience
- Nonprofit experience is a plus
- Strong interpersonal skills with the ability to take initiative, multi-task, be a team-player, be flexible, adapt to shifting priorities, and prioritize work
- Excellent communication skills, both verbal and written
- Demonstrated analytical skills
- Excellent organizational skills, commitment to accuracy and attention to detail
- Ability to access a wide range of sources and networks for information
- Good judgment and ability to function independently
- Good working knowledge of Quickbooks, all Microsoft Office applications, and Google Suite.
- Ability to provide direction for a variety of projects throughout the SLV GO! team
- Ability to handle sensitive and confidential situations with diplomacy



- A commitment to work toward an Outward Mindset with our team and communities
- A passion for outdoor recreation, conservation, and the San Luis Valley

### **COMPENSATION**

Salary: \$60,000 per year, 401k (after 6 months, vested in 2 years), and \$2400 HRA healthcare benefit available.

### **TO APPLY**

Send resume and cover letter to: Mick Daniel, Executive Director [mickdaniel@slvgo.com](mailto:mickdaniel@slvgo.com) .

**Please email: Financial Manager in the email subject line** , no phone calls please.

*SLV GO! is an EQUAL OPPORTUNITY EMPLOYER committed to providing a nondiscriminatory and inclusive environment for its employees. EOE/AA/Women and Minorities are encouraged to apply. We are committed to diversity and consider all applicants for all positions without regard to color, ethnic background, religion, sex, gender, sexual orientation, national origin, age, and disability status. SLV GO! is a pet-friendly and family friendly organization that promotes a healthy work-life balance for all staff. For more information about SLV GO!, please visit [slvgo.com](http://slvgo.com)*