



Director of Finance Job Description - 2019

Position: Finance Director
Position Type: Full Time, Year Round, Exempt
Reports to: Executive Director
Salary/Benefits: Competitive salary and benefits package. Salary commensurate with experience.

Organization Summary

The Breckenridge Outdoor Education Center (BOEC) is a 501(c)3 organization that provides life-changing outdoor learning experiences to people of all abilities, with a focus on those with disabilities and special needs.

The Center's goal is to provide participants the opportunity to learn new skills, experience pristine natural areas, challenge themselves and work together to enhance the health and self-confidence necessary to expand human potential.

The BOEC has been in operation for over 44 years and enjoys a national and international reputation as one of the premier adaptive outdoor education programs in the country. BOEC programs feature the Adaptive Ski and Ride School at the Breckenridge and Keystone Resorts, the Wilderness Program which operates on an outdoor education campus at the base of the ski hill in Breckenridge, CO and also offers "mobile" wilderness program in areas throughout Colorado and Utah.

Position Summary:

The Finance Director is a regular, full-time, exempt position, reporting to the Executive Director, and has primary responsibility for all Accounting and Finance functions for the BOEC. The position takes a senior role in the organization and serves as a member of the Management Team (BOEC Leadership Team). This position oversees the ongoing development and implementation of effective, integrated systems for budgeting, reporting and auditing revenues, expenditures and asset accountability. The Finance Director ensures the maintenance of internal controls designed to safeguard assets and the integrity of its fiscal systems.

The Finance Director plays a key role in the leadership and strategic direction of the BOEC in partnership with the Executive Director.

Specific duties include but are not limited to the following:

- Prepares monthly financial statements in an accurate and timely manner. Clearly communicates and reviews finances by program area and analyzes any budget variances in partnership with Program Directors.
- Prepare and present financial statements to the Board of Directors and Executive Committee of the Board.
- Oversee and lead annual budgeting and planning process in conjunction with the ED and in collaboration with Program Directors and Managers.
- Work closely with the Accounting/Office Manager to ensure the accuracy of financial records and oversee general ledger integrity.

- Work with Office Manager to ensure accuracy and consistency of payroll and employee job classifications.
- Oversee banking relationships, insurance policies and other financial relationships.
- Annually review liability insurance policies to ensure appropriate coverage and make needed updates to Statement of Values.
- Serve as the Board liaison for the Finance Committee; compile and send out quarterly reports produced by investment manager; schedule, attend and participate in meetings.
- Maintain and review systems of internal accounting and administrative controls.
- Interact extensively with Program Directors and other staff in managing revenue and expense budgets. Serve as financial guide and educate Directors on financial management and best practices.
- Manage investment advisory relationship.
- Coordinate annual audit.
- Work with Directors and Office Manager to ensure financial policies and procedures are appropriate and effective.
- Oversee grant expenditures, including restricted funds. Allocate scholarships and restricted fund expenditures to various funds as part of monthly reconciliation.
- Work with Grants Manager to provide financial information needed for grant requests and reports.
- Administer and review all financial plans and budgets; monitor progress and changes; keep senior leadership team abreast of the organization's financial status.
- Demonstrated willingness to participate in BOEC events and gatherings as needed.

Required Skills and Experience:

- Bachelor's degree in accounting or finance. CPA preferred
- Five or more years' experience in progressive accounting or finance roles including, but not limited to, Finance Director or senior accountant
- Proficient in accrual-based accounting
- Not-for-profit accounting experience preferred
- Strong GAAP background with fair understanding of not-for-profit accounting rules
- Ability to create, manage, and maintain a budget utilizing Microsoft Excel and Quickbooks (QuickBooks proficiency required)
- Personal qualities of integrity, credibility, and dedication to the mission of BOEC
- Strong communication skills, both verbal and written
- Team player with strong interpersonal skills
- Ability to work in a busy environment with many distractions
- Experience with Microsoft Office Suite, especially Excel, Word, Outlook.

To apply, submit cover letter and resume to:

BOEC FD Search
 boec@boec.org
 PO Box 697
 Breckenridge, CO 80424