



Job Title: Finance Coordinator
Employer: Resource Central; Boulder, CO
Job Status: Full-time, Non-Exempt
Reports To: Business Manager

About Resource Central

We're an award-winning nonprofit in Boulder determined to make conservation so simple that people don't even realize they're doing it. Founded in 1976, our popular programs in water, energy, and waste have helped more than 700,000 people improve their homes, conserve natural resources, and save money. Learn more at: ResourceCentral.org.

Candidates with a commitment to incorporating diversity, equity, inclusion, and accessibility practices and a demonstrated ability to work effectively with people from a range of social, ethnic, and cultural backgrounds are encouraged to apply.

Job Purpose

Advance your finance career by doing work that matters! Resource Central is seeking a detail-oriented Finance Coordinator to implement our nonprofit financial processes and business operations that support our conservation programs. The Finance Coordinator will complete the company's accounts receivable, invoicing, and cash disbursement processes while ensuring financial accuracy. This individual will prepare and maintain accounting records in QuickBooks, general ledger in alignment with our financial policies, procedures and controls, and reporting systems. This position requires critical attention to detail with basic knowledge of nonprofit accounting and motivation to learn and grow. This role assists with annual budget proposals and other financial analyses as requested. We seek a motivated conservation supporter that can thrive in a fast-paced environment ready to make a lasting difference in Colorado communities.

This is a hybrid remote role with great flexibility, requiring 1-2 days/week in our Boulder office to retrieve the mail, monitor office activities, and/or required meetings. The compensation range is \$24-\$28 per hour and Resource Central provides tremendous benefits including health, dental, vision, life insurance, a 403b retirement plan with match, generous paid time off and paid holiday offerings, a wellness benefit reimbursement, a free bus pass, and more!

Principal Responsibilities

The essential duties of this position include, but are not limited to, the following:

- Accounts Receivables: coordinate revenue tracking activities, prepare invoices, track grants, donations, and deposits;
- Assists with month-end closing, balance sheet reconciliations, and all other monthly requirements of financial reporting and records management.
- Verify daily sales entry from merchant accounts, deposits, and collection of receivables.
- Research customer discrepancies and past-due amounts.
- Cash Management: Monitors operating account and prepares bi-weekly cash report.
- Coordinate temporarily restricted funding in accordance with GAAP.

- Assists with the timely and accurate annual financial audit and IRS 990 filing.
- Sales tax management: Monitors all taxes that apply. Ensures taxes are current, collected, and/or accrued and returns filed according to Colorado sales tax and home rule city regulations/schedules.
- Works with IT to oversee our point-of-sale system and other merchant services required by each program.
- Maintain office environment and order supplies and laptops to ensure staff have appropriate resources, coordinate with IT vendors as needed.
- Provide client relations support via phone and emails.
- Enforce internal controls to maximize protection of company assets, policies, procedures, and workflow.
- Cultivates a strong sense of diversity, equity, and inclusion.

Qualifications

- Minimum two years of relevant finance/business operations experience; nonprofit accounting experience a plus.
- Ability to take initiative, solve problems and manage projects independently.
- Working knowledge of business principles, basic accounting practices, and budgeting principles.
- Strong computer skills including experience with QuickBooks, Excel, and confidence in learning and embracing new technology.
- Excellent attention to detail, time management, and critical thinking skills.
- Must be team-oriented with collaborative communication skills, both verbal and written.
- High levels of integrity and discretion in handling confidential information.

To apply please send a resume and cover letter to HR@resourcecentral.org with the subject line "Finance Coordinator_Your Name".

Resource Central is dedicated to equal employment opportunities. We provide equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, sex, sexual orientation, race, color, religion, national origin, disability, marital status, military status, gender expression, genetic information or any other classification protected by applicable state or local law. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment, or bias based on these grounds.

Resource Central is a 100% COVID-19 vaccinated workplace, as allowed for by the U.S. Equal Employment Opportunity Commission. Proof of vaccination will be required upon acceptance of a job offer. Job applicants with religious and disability-related objections will be given reasonable accommodations.