



The Access Fund (AF) Business and Finance Manager (BFM)

Primary function: The BFM manages daily business and financial operations of the organization.

Description: The BFM reports to and works closely with the Executive Director to ensure transfer of information and fulfillment of duties as assigned. The BFM provides support necessary for financial management, human resources oversight, vendor and lease relationships, and general operations of the Access Fund. The BFM must know, support and espouse Access Fund policy positions and statements. The BFM is employed at the Access Fund's national headquarters in Boulder, Colorado and maintains an office in this facility.

Specific Duties and responsibilities:

Accounting and Financial Reporting

Prepare monthly financial statements no later than the 15th of the following month. Prepare quarterly reports for ED and Board meetings as required. Meet with consulting accountant who reconciles bank statements and investment account on a monthly basis. Record and track all payable and receivable invoices. Prepare payables statement twice a month for ED to review and approve payments. Invoice corporate partners on a quarterly basis. Responsible for entering all deposits into the Access Fund's books and for depositing all income into the Access Fund's bank account; including all credit card deposits. Track and record legal and corporate in-kind donations. Coordinate AF grant program administration matters with program staff. Implement financial controls as directed by ED.

Financial Audit and 990 Preparation

Primary AF contact with external auditors working to ensure AF meets all requirements and provides all information necessary to complete yearly financial audit in a timely manner. Facilitate auditor review of supporting financial records, and other items as needed. Ensure proper internal controls are in place. Once audit is complete, assist in the finalization of 990 preparation. Review draft 990 with ED, make necessary changes and communicate all changes to CPA's.

Budget

Work closely with AF staff on budget preparation. Manage budget process and maintain schedule. Prepare budget worksheets for review. Enter budget into Quickbooks. Support staff to track actual performance vs. budget throughout the year. Provide financial leadership for the organization through analysis, planning and staff mentorship.

Vendors and Leases

Manage all vendor and lease relationships to ensure conformity with Access Fund policies and fulfillment of obligations. Facilitate contracting process. Provide background information and contractual obligations to ED for approval. Purchase hardware/software as needed and oversee warranties. Maintain all fixed assets records.

Human Resources

Administer employee benefits and payroll. Ensure compliance with state and local employment obligations. Act as primary contact with staff insurance carriers; medical, dental, disability etc. Complete payroll reporting twice monthly. Maintain all personnel records (address, names and other pertinent information) for insurance; ensure payroll and tax reporting are accurate. In consultation with ED and BOD legal committee, on a regular basis review personnel manual to ensure compliance with current personnel law, implementing changes as needed.

Insurance

BFM is the point of contact for all insurance issues, including directors and officers, business owners insurance, general liability insurance, event insurance, etc. Provide for ongoing contact with AF broker and resolution of insurance issues when they arise. Review and renew all insurance policies in a timely fashion, consulting with ED first when significant changes are to occur.

Inventory

The BFM is responsible for oversight of inventory associated with membership premiums, promotional events, and merchandise sales. Complete a thorough count and reconciliation of all inventory during the last week of each month.

State Fundraising Registration

BFM is responsible for ensuring that the Access Fund complies with all state charitable solicitation registration requirements; filing all necessary paperwork in a timely manner, and tracking the schedule for annual renewals.

Basic Office Management

BFM is responsible for monitoring and maintaining a fully functional and well equipped office environment. With our IT consultant, help maintain the office telecommunications, computer infrastructure and office equipment. Create task list for IT consultant and follow-up as needed when issues arise. Ensure the office is adequately supplied with general office supplies (including kitchen), paper products, mail room supplies, etc. and all office equipment is functional, including fax machine, copier, computers, phone systems, etc.