



LAKE COUNTY BUILD A GENERATION

Building a movement for community health and well-being

JOB TITLE:	Finance Manager
CLASSIFICATION:	Full-time, eligible for benefits. Exempt.
REPORTING RELATIONSHIP:	Co-Executive Director: Finance & Strategy
SALARY RANGE:	\$62,000 - \$72,000 / per year, DOE (\$64,000-\$75,000 if fluent in English and Spanish)
BENEFITS:	Medical (variety of PPO options offered), dental and vision insurance (employer covers 75% for employee and dependents); Annual leave including 16 paid holidays, 3 paid personal days, mental health days (accrued), 14 vacation days (accrued), and sick leave (accrued) (with regular increases to vacation accrual based on tenure); 2 weeks of paid office closure (July and December); 16 hours of paid volunteer time with Lake County organizations; a \$500 Wellness Stipend in 2026; flexible schedule; paid professional development opportunities; 401K contribution of 3% and a match of up to 6% annually; opportunities to work from home; supportive and innovative work culture.
TRAVEL:	The position requires limited travel within Colorado and possibly the United States. Must possess a valid driver's license.
SCHEDULE:	The position requires 32-hour work weeks, which includes paid lunches. Eligible for some remote work. The role will require occasional work at night and on the weekend. Every position in the organization is required to support occasional events in person.
ABOUT THIS POSITION:	The Finance Manager ensures the organization's financial integrity, compliance, and sustainability while supporting staff with the tools, systems, and processes needed to do their work effectively. This role oversees all financial management for LC BAG's \$1M operating budget including all accounting, bookkeeping, payroll allocations, monthly reporting for the board and all financial grant reports, grant tracking, revenue recognition, tax filing, and the annual financial audit. This role will also support financial forecasting and budgeting and will maintain the organization's financial dashboard. Finally, the position is responsible for select human resource functions, including onboarding new staff and helping maintain a well-functioning and supportive workplace.

ROLE RESPONSIBILITIES:

Financial Management, Accounting, & Administrative Support

- Oversee all financial operations
- Maintain accurate financial records and ensure proper coding by grant, program, and funding source
- Process invoices, payments, reimbursements, and expense tracking
- Reconcile all financial accounts monthly
- Maintain organized documentation for receipts, invoices, and financial records
- Ensure adherence to internal controls and nonprofit accounting standards
- Process payroll and allocate salaries, taxes, and benefits across funding sources
- Track and manage employee benefits and related financial allocations
- Coordinate and support annual audits
- Ensure compliance with nonprofit financial regulations
- Support onboarding and staff systems setup
- Assist with timesheet tracking and internal processes

Grant & Fund Management

- Track grant budgets and expenditures to ensure compliance with funding requirements
- Prepare and submit invoices to funders and partners
- Monitor restricted and unrestricted funds and ensure timely spenddown
- Support Executive Director in creating and managing the organizational budget

Financial Reporting & Analysis

- Prepare monthly financial reports for the leadership team
- Create quarterly financial reports for the Board
- Update the organization's financial dashboard monthly
- Provide financial insights, monitor spenddown, and support financial planning and forecasting

ESSENTIAL COMPETENCIES & QUALIFICATIONS:

- 3+ years of experience in nonprofit financial accounting and bookkeeping
- Proficiency with Quickbooks
- Experience with financial reporting, budgeting, and grant tracking
- Experience supporting audits and 990 preparation
- Strong communication and collaboration skills
- Familiarity with grant-funded nonprofit environments
- Experience with payroll and benefits administration
- Experience or interest in HR and office operations
- Strong organizational and time management skills
- High attention to detail and accuracy
- Ability to manage multiple priorities and meet deadlines

DESIRED QUALIFICATIONS:

- Bilingual in English and Spanish.
- Bicultural, with lived experience with the Latine community.

- Connection to or lived experience with the challenges that LCBAG is committed to addressing (such as accessing affordable housing, healthy food, or childcare).
- Knowledge of, and commitment to, the Lake County community and the mission of LCBAG—or a passion for developing this knowledge and commitment.

ADDITIONAL INFORMATION:

EQUAL OPPORTUNITY EMPLOYER STATEMENT

Lake County Build a Generation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

TO APPLY:

Please email a resume and cover letter to carlye@lcbag.org. All cover letters should address: 1) why you are interested in working at Lake County Build a Generation, 2) your experience with nonprofit financial accounting, and 3) your connection to Lake County.

To be considered in the first round of applicants, please submit your materials by end-of-day on May 15, 2026.

ABOUT LAKE COUNTY BUILD A GENERATION:

Lake County Build a Generation (LCBAG) is a nonprofit organization located in Leadville, Colorado, dedicated to building a movement for community health and well-being throughout the County. We work with community members on the issues that matter most in the community, such as access to food, housing, and childcare.

Lake County Build a Generation has been in existence since 1997, as a project of the Lake County Public Health Agency. It became an independent nonprofit organization on January 1, 2020. We believe:

- Health is more than health care: Many factors influence our health, including housing, transportation, education, access to healthy food, and physical activity.
- Inequity is real: Living a healthy life is more easily accessible for some people than it is for others because of the environment in which they live. For example, Lake County residents have only a few local options to purchase healthy food, creating one more challenge to a healthy diet—and lifelong health.
- Inequity is systemic: Shortcomings at the systems-level are not the fault of any individual—they stem from the distribution of wealth and power that has been perpetuated over decades. Where we live impacts more than just our access to healthy food, it also dictates how much residents pay for basic needs and services. For example, although Lake County residents make about 25% less than the national average, we pay 18% more for food.
- Change is possible: We have the ability to change the way we approach health by changing what does not work in our community and identifying/building on what does. By engaging a diverse group of Lake County residents in community change, we will ensure that a healthy

life is accessible to all Lake County residents, regardless of who they are or how much they earn.

For our complete theory of change and more information on our approach, please visit our website:
<https://lcbag.org/our-approach/>