



# LAKE COUNTY BUILD A GENERATION

*Building a movement for community health and well-being*

- JOB TITLE:** Bookkeeper and Office Manager
- CLASSIFICATION:** Full-time, eligible for benefits. Exempt.
- REPORTING RELATIONSHIP:** Executive Director
- SALARY RANGE:** \$54,000 to 60,000 per year
- BENEFITS:** Medical (variety of PPO options offered), dental and vision insurance (employer covers 75% for employee and dependents); Annual leave including 16 paid holidays, 14 vacation days (accrued), 3 paid personal days, and sick leave (accrued) (with regular increases to vacation accrual based on tenure); flexible schedule; paid professional development opportunities; 401K match up to 6% annually; opportunities to work from home up to 50% time; supportive and innovative work culture including wellness reimbursement, regular team building activities, and strong professional development budget.
- TRAVEL:** The position requires travel within the State of Colorado and possible travel within the United States. Must possess a valid driver's license.
- SCHEDULE:** May require some occasional work at night and on the weekend.
- SUPERVISORY RESPONSIBILITY:** No supervisory responsibility

## **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. The LCBAG team works with community members on the issues that matter most in the community, such as access to food, housing, and childcare. Staff members are passionate about youth, families, seniors, and the success of the community. In November 2019, Lake County was awarded the Robert Wood Johnson Foundation's Culture of Health award for pursuing innovative ideas and bringing partners together to rally around a shared vision of health—based, in part, on the work of this agency.

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/>

#### **ABOUT THIS POSITION:**

The Bookkeeper and Office Manager will oversee all aspects of Lake County Build a Generation finances. This position will pay bills, allocate expenses to the appropriate donor and account, submit invoices to grantors, receive and deposit checks, administrate purchase card logs, work with the Executive Director to ensure grant requirement compliance for multiple grants, work to close out grant fiscal years and the Lake County Build a Generation fiscal years, support annual audits of the organization's books, and generally ensure that LC BAG accounting records are always up-to-date and accurate.

The Finance and Office Manager will also provide monthly financial reports to the Executive Director and to the Director of Community Impact. This position will advise the Director and managers re: budget trends, work with managers to submit any budget changes to funders and work with the Executive Director to develop the annual budget each year.

The Bookkeeper and Office Manager will also manage the office, overseeing the purchase of equipment and office supplies; ensuring cleaning and maintenance needs are addressed; assigning staff office space in which to work; and generally ensuring that staff have the space, equipment, and resources they need to do their work. Depending on level of experience or interest, the Bookkeeper and Office Manager may also support the organization's Human Resource needs including onboarding, training, and conflict resolution.

The Bookkeeper and Office Manager is expected to have strong financial, management, and organizational skills; however, training is also available to help the right candidate continue to build their skills sets in these areas.

## **ESSENTIAL FUNCTIONS:**

### **Bookkeeping (85%)**

- 1) Accounts Receivable:
  - a) Prepare invoices, as needed. Track invoices outstanding to ensure they are paid.
  - b) Receive and record revenue in Quickbooks Online, as dictated by IRS Guidelines.
  - c) Ensure revenue is recorded to the correct donor and/or project.
  - d) Communicate with fundraising staff to ensure all donors are appropriately acknowledged.
- 2) Accounts payable:
  - a) Make payments to vendors.
  - b) Record all expenses in Quickbooks Online (including those paid online, by check, by debit card, or by credit card).
  - c) Collect receipts for all expenses.
  - d) Quarterly, develop an "office supply allocation" to allocate costs for expenses that must be split across grants. The organization typically develops cost allocations based on each grant's percentage of the total budget.
  - e) Prepare annual form 1099 filings.
- 3) Set up new donors, sub-donors, projects, classes, and accounts in Quickbooks Online, as needed.
- 4) Maintain costs by chart of accounts, program (class), and grant designation (donor).
- 5) Ensure the Internal Controls established by the Board are being followed.

- 6) Payroll: Use recurring journal entries to split payroll (including taxes and health/retirement benefits) across grants.
- 7) Monthly reconciliation of bank accounts.
- 8) Monthly reconciliation of all balance sheet accounts.
- 9) Monthly reconciliation of payments made for invoicing. Provide monthly transaction reports to staff (after the close of each month) so that staff can submit invoices to funders.
- 10) Monitor quarterly release of restricted funds.
- 11) Assist in individual grant budget tracking. Track spending on all grants, and work with appropriate staff member to ensure grants are spent down appropriately, per their budgets.
- 12) Identify areas for management review regarding process and practice to improve efficiency and ensure compliance
- 13) Prepare Budget-to-Actuals Statement, Cash Flow Projections, and Statement of Financial Position reports monthly and present to the Executive Director.
- 14) Prepare Budget-to-Actuals Statement, Cash Flow Projections, and Statement of Financial Position reports in advance of Board meetings (held six times per year). Provide notes in each report, and provide a cover sheet that provides an overview of the organization's financial activities and position.
- 15) Attend Board meetings, as needed, to present financial reports.
- 16) Prepare other periodic reports as needed by the Executive Director, Board, or funders.
- 17) Audit Preparations
  - a) Participate in financial audits and reviews conducted by funding agencies, including document preparation and onsite support.
  - b) Prepare year end reports, schedules and other documents requested by the auditor.
  - c) Provide audit process support as needed; research and resolve issues as they arise

**Office Management (15%)**

- Ensure staff have needed equipment and office supplies.
- Oversee the office space, assign staff to workspaces, and work with Lake County Maintenance and other maintenance contractors to ensure the office space is kept clean and in good working order.
- Oversee timesheet submission.
- Manage standardized onboarding and training of new employees as needed
- Support the investigation and resolution of employee issues and conflicts in the workplace

**ESSENTIAL QUALIFICATIONS:**

- Experience in nonprofit bookkeeping
- Proficiency with Quickbooks Online.
- Experience helping other nonprofits finalize year-end bookkeeping and prepare for a review, audit and/or submission of 990.
- Excellent organizational skills; able to manage the scope of work and complete deliverables in a timely manner.
- Self-motivated, collaborative, detail oriented, able to work effectively both within a team and in self-directed situations.
- Strong interpersonal communication skills; able to give and receive feedback.
- Ability to manage multiple projects simultaneously.
- Growth mindset.
- Understanding of, and willingness to learn more about, systemic racism and how it impacts social determinants of health among communities of color
- Proficiency or willingness to learn Microsoft Word, Excel, Power Point, Adobe Creative Suite, and G-Suite
- Knowledge of, and commitment to, the Lake County community—or a passion for developing this knowledge and commitment

**PREFERRED QUALIFICATIONS:**

- Bilingual in English and Spanish
- Experience in Human Resources or an interest in receiving HR skill development and training
- Lived experience with the Latine community culture
- Lived experience with the challenges that LCBAG is committed to addressing (such as accessing affordable housing, healthy food, or childcare).

**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 [noah@lcbag.org](mailto:noah@lcbag.org). All cover letters should address: 1) why you are interested in working at Lake County Build a Generation, 2) why you are interested in relocating to Leadville or Lake County if you do not currently live here, and 3) how your health and racial equity values align with the organization's.

To be considered in the first round of applicants, please submit your materials by April 10th, 2023.

**QUESTIONS:**

We are more than happy to answer any questions that will help applicants better understand our organization or the position. If you have questions that we can help answer, please reach out to our Executive Director, Noah Sosin at [noah@lcbag.org](mailto:noah@lcbag.org).