



Sr. Director of Finance & Controller

Reports to:	President & CEO
Classification:	Full-time (non-exempt)
Work Schedule:	Monday-Friday, 9am-5pm (early mornings, evenings, and weekends as needed)
Salary Range:	\$115,000 - \$135,000 annually
Deadline:	Applications will be taken until the position is filled
Location:	Administrative Office: 4875 Ward Road, Wheat Ridge, CO (some commuting to Central City during the summer festival and for other events may be necessary)

POSITION SUMMARY

Central City Opera House Association (CCOHA) seeks a Sr. Director of Finance & Controller to lead and oversee the financial activities of the corporation, prepare current financial reports and summaries, and create forecasts and modeling necessary for predicting resources needed to support current and planned programming. Would you like to grow your career? The nature and scope of this role could provide the right candidate with the experience and track record to position themselves as an up-and-coming CFO.


The Sr. Director of Finance & Controller reports to the President & CEO and works closely with the Managing Director of Internal Affairs and Compliance Officer as a part of day-to-day finance and accounting operations. The successful candidate will be a hands-on manager and capable strategic institutional thought-partner who will lead finance, business planning, budgeting and all audit related activity.

The person selected for this position will play a critical role by partnering with the senior leadership team, Guild, and Board of Directors in strategic decision making and operations as CCOHA continues to expand its quality programming and build capacity through new earned revenue generating initiatives. This is a tremendous opportunity to maximize and strengthen the capacity of a well-respected, high-impact institution which will celebrate 100 years in business in 2032.

The Sr. Director of Finance & Controller will supervise the Staff Accountant and direct a variety of accounting, bookkeeping, and administrative duties as assigned, including, but not limited to, accounts payable, accounts receivable, invoicing, payroll, payment posting, cash management, general ledger activities and asset tracking and maintenance.

RESPONSIBILITIES

- ◆ Oversee all accounting operations, which include accounts payable, accounts receivable, bank reconciliations, and payroll
- ◆ Provide external auditors with accurate and timely delivery of all requested information for the annual audit
- ◆ Collaborate with the CCOHA Endowment Board to provide and coordinate necessary data and insights

- ◆ Collaborate with CCOHA department heads to monitor and reconcile departmental income and expenses
- ◆ Supervise robust contracts management and financial management/reporting system, as well as ensure adherence to the contract billing and collection schedule
- ◆ Supervise and ensure that all Staff Accountant entries are consistent with established budget coding
- ◆ Instruct and implement all business policies and accounting practices necessary for compliance
- ◆ Prepare all monthly financial statements and provide to leadership and Board, including income statements, balance sheets, statements of cash flow, and governmental agency reports
- ◆ Maintain a documented system of accounting policies and procedures and implement a system of controls over accounting transactions to minimize risk
- ◆ Oversee the production of periodic financial reports, ensuring that the reported results comply with generally accepted accounting principles and reporting standards 
- ◆ Serve as the Treasurer to the Central City Opera Guild
- ◆ Oversee and lead the annual budgeting and planning process in conjunction with Leadership Team
- ◆ Administer and review all financial plans and budgets, monitor progress and change, and keep the Leadership Team abreast of the CCO's financial status
- ◆ Manage financial data and forecasting and ensures that cash flow is steady and supports operational requirements
- ◆ Support CCOHA in effectively communicating and presenting financial matters to the Finance Committee, Executive Committee, Board of Directors and Endowment Board.
- ◆ Work closely and transparently with all external partners including insurance (benefits, liability & property) brokers, third-party vendors, consultants, and auditors
- ◆ Compare budgeted expenses to actual expenses; makes or oversee any necessary adjustments to future projections and budgets
- ◆ Ensure that historic property and equipment assets are maintained with documentation
- ◆ Track expenses and income for local/state/federal grants
- ◆ Maintain accurate and timely accounting records for Central City Opera Property income and expense
- ◆ Files quarterly and annual reports with the appropriate governmental agencies
- ◆ Ensures compliance with local, state, and federal government requirements
- ◆ Performs other related duties as assigned or necessary

QUALIFICATIONS

- ◆ A minimum of 5-7 years of experience with progressive responsibility in finance and accounting
- ◆ Certification or degrees in finance, accounting, or business preferred
- ◆ Knowledge of Non-Profit, Property, and Endowment Accounting Practices
- ◆ Strong computer skills, including Microsoft Office products (Outlook, Word, Excel)
- ◆ Proficient in database and accounting computer application systems
- ◆ Ability to type and perform computer data entry functions in a timely and accurate manner

SKILLS AND ABILITIES


- ◆ Professional, positive attitude with the ability to work cooperatively with a broad range of individuals
- ◆ Attention to detail, analytical skills, and problem-solving abilities
- ◆ Efficient and courteous customer service skills through phone, email, and in-person service
- ◆ Excellent written skills
- ◆ Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- ◆ Ability to translate finance and accounting requirements to colleagues and other stakeholders in a way that ensures effective collaboration with colleagues and volunteers (Guild, Board, etc)

- ◆ Ability to multi-task and wear many hats in a fast-paced environment
- ◆ Integrity, credibility, and dedication to the mission of CCOHA
- ◆ Must be amenable to fluctuating work schedules during busy periods, including the summer festival
- ◆ Evening and weekend work and driving to Central City and other event locations may be required
- ◆ Bi-lingual candidates encouraged
- ◆ Valid Driver's License

EDUCATION AND EXPERIENCE

- ◆ Minimum of a BA, ideally is a CPA with MBA or related advanced degree
- ◆ The ideal candidate has experience holding final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area
- ◆ Technological savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
- ◆ A successful track record in setting priorities; keen analytic, organization, and problem-solving skills that support and enable sound decision making

BENEFITS

- ◆ A comprehensive benefits package including medical, dental, and vision coverage
- ◆ 100% paid life insurance, short- and long-term disability insurance 
- ◆ Generous office holiday schedule and paid time off policies
- ◆ 403(b) Retirement Plan with immediate eligibility to contribute

EQUAL EMPLOYMENT OPPORTUNITY

CCO is committed to creating and sustaining an inclusive and equitable work environment. Equity, diversity, and inclusion are core values and we are currently working to expand our capacities in these areas with a company-wide understanding that this is an ongoing process that must be embedded into the fabric of the organization. We encourage candidates who identify as BIPOC, LGBTQ+, otherwise-abled, and other underrepresented identities to apply. Must be legally authorized to work in the US on a full-time basis. All applications will receive consideration for employment.