

SCFD Director of Finance and Administration

Job Classification and Status: Exempt; Full Time, 40 hours per week

Benefits: Employer paid health and dental insurance, optional vision and life insurance, vacation & sick time, 19 paid company holidays, remote work & mileage reimbursements, 401(k) plan with current 5% employer match, 457 plan, Hybrid work schedule, free parking

Reports to: Executive Director

Compensation: \$110,000 - \$125,000

About SCFD

The Scientific & Cultural Facilities District (SCFD) is a seven-county tax district created within Colorado law, approved by Colorado's General Assembly, and renewed by voters multiple times over more than 30 years. This broad base has allowed us to grow into the second-largest cultural funding mechanism in the United States. We fund around 300 organizations across our front-range urban corridor, distributing more than \$80 million annually. These tax dollars provide critical operational support for small, medium, and large organizations.

About the Opportunity

The Director of Finance and Administration is a new role to the organization and will be responsible for ensuring the overall accuracy, integrity, and timeliness of all financial reports and accounting systems. The successful candidate will be an individual who possesses integrity, reliability, and initiative, is conscientious, takes responsibility for a job well done, and a strong steward of tax-payer dollars. It requires the ability to work productively in a small collaborative staff setting and use problem-solving and conflict resolution skills when issues arise. This individual will pay close attention to detail to ensure operational accuracy, efficiency, and exercise flexibility. An interest in the arts, sciences, and public policy, a sense of humor, and a constructive outlook are also helpful.

Responsibilities

Financial:

- Direct and manage the organization's overall financial and accounting responsibilities, including compliance with relevant tax and accounting laws and regulations and internal controls.
- Manage all organizational accounts receivable, accounts payable, and reimbursement processes including all correspondence concerning invoices, credit card administration, and other associated financial transactions.
- Update and maintain all reporting for the SCFD's chart of accounts and maintain best practices to support organizational needs, as well as management of organizational cash flow and forecasting.
- Process payroll and associated filings to include employee records (leave tracking, health benefits, and retirement information) and documentation such as monthly, quarterly, and annual tax filings.
- Prepare monthly bank reconciliation, Revenue Report, and financials for Executive Director and Board of Director review and approvals and manage account signers as needed
- Calculate and manage the determination of periodic statutory distributions to Tier I and Tier II organizations, while also assisting with annual Tier III reconciliation calculation and preparing periodic grant awards.
- Collaborate with Executive Director and Deputy Director to establish annual budget to include all research and forecasting aspects.
- Oversee annual audit prep and consult with outside accounting consultants to prepare, manage, and finalize annual processes.

- Develop and maintain SCFD financial accounting policies and procedures infrastructure with regular executive leadership status and progress reviews.

Human Resources:

- Further develop SCFD’s overall human resource administration, oversight of the employee onboarding and separation lifecycle, to include recruitment, hiring, and managing day-to-day employee relations.
- Manage employee compensation, recognition, and leave management processes and reporting.
- Serve as benefits administrator for employee health insurance and retirement coverage.
- Administer performance evaluation process to include ongoing enhancement of professional development strategies.

Administration:

- Provide technology support with computers, phones, and related subscriptions through direct management of IT contractor.
- Provide oversight into all SCFD contracts including budget tracking and developing financial strategy with executive leadership.
- Manage annual renewals with third party vendors and insurance providers.
- Identify and manage system for tracking and sharing SCFD membership account access and passwords.
- Update and maintain SCFD Operations Manual and Employee Handbook in alignment with legal requirements and best practices.
- Perform additional responsibilities related to the success of the organization, as needed.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job and may be modified at any time.

Key Qualifications, Skills, and Abilities

- Bachelor’s degree in business or financial accounting is highly preferred.
- Minimum 5 years of related experience in accounting and human resources; any combination of relevant education and experience that demonstrates the ability to perform the work successfully will be considered.
- QuickBooks, or related accounting software, and financial analysis and reporting experience required.
- Advanced skills in Microsoft Office software required.
- Must work with respect and cooperation at all times with fellow employees and the public.
- Effective oral and written communication skills.
- Keen analytical, organization and problem solving skills.
- Proactive and organized with attention to detail.
- Mathematical skills: ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.
- Collect, summarize, and disseminate vast amounts of data/information in an efficient and effective manner.
- High level of professionalism with a strong work ethic.
- Accountable and responsible.
- Serves with integrity and diplomacy when navigating confidential matters.
- Experience with CRM software preferred.
- Nonprofit/government experience preferred.

Work Environment

- Office hours are 8:30 am – 5:00 pm, Monday – Friday; some evenings and occasional weekends required. Hybrid in-office/remote schedule is currently available with all staff in the office on Tuesdays & Wednesdays. Ability to work four 10-hour days/week is available.
- Works in a clean, comfortable environment.
- Physical Demands: Sedentary to moderate physical work depending upon assignment; may require the ability to lift up to a maximum of 50 pounds; may require lifting and carrying objects, regular standing, and walking; may require bending, stooping, pushing, pulling, and climbing; eye/hand coordination for computer operation; may require eye/hand/foot coordination for operation of a motor vehicle; vision to read reports and other written material; frequent speech and hearing to maintain communication with employees and constituents.
- Equipment Used: Standard business equipment and tools including computers.

To Apply

Email a cover letter and resume to arlene@scfd.org with the subject “Director of Finance & Administration Position.” No phone calls. Applications will be accepted and reviewed through **Friday, June 5, 2026.**

Non-Discrimination Policy

The Scientific & Cultural Facilities District does not discriminate against any person or organization based on age, race, sex, color, creed, religion, national origin, native language, sexual orientation, transgender status, gender identity, gender expression, genetic information, ancestry, marital status, gender, veteran status, military status, political service, affiliation, or disability.

The Scientific and Cultural Facilities District is an equal opportunity employer. The SCFD serves a diverse cultural community and public and encourages applications from individuals of all backgrounds, even if past experience does not perfectly align with every qualification listed.