



JOB OPENING

ASSISTANT DIRECTOR OF FINANCE & ADMINISTRATION

Great Outdoors Colorado (GOCO) invests a portion of Colorado Lottery proceeds to preserve and enhance the state's parks, trails, wildlife, rivers, and open spaces.

Our independent board awards competitive grants to local governments and land trusts and invests through Colorado Parks and Wildlife (CPW). Created by Colorado voters in 1992 through a constitutional amendment, GOCO has since invested over \$1.7 billion in more than 6,000 projects across all 64 counties.

About the Position

The **Assistant Director of Finance & Administration** reports to the Deputy Director and is responsible for accounting, financial reporting, budgeting, and designated human resources (HR) administration. The position oversees day-to-day finance operations and supervises accounting staff. Working closely with senior leadership and program staff, the position leads the annual financial audit, tracks and analyzes operating and program expenditures, prepares and presents financial information to the board and its finance committee, and supports annual and long-term spending plans. The position maintains effective financial systems, internal controls, and procedures to ensure accurate reporting, sound stewardship of GOCO funds, and audit readiness. The position also helps staff understand financial procedures and aligns the finance function with organizational priorities.

Responsibilities

Financial Planning, Budgeting & Reporting

- Lead preparation of the annual operating budget in collaboration with senior leadership and staff; monitor actual results against the approved budget and recommend adjustments as needed.
- Maintain and improve financial forecasting models, including cash flow and revenue projections and scenario analysis, to support annual and long-term spending plans.
- Work with senior leadership to evaluate available resources, grant commitments, and the financial implications of proposed expenditures, policies, and major organizational decisions. Identify emerging financial risks and recommend corrective actions.

- Prepare and analyze accurate, timely financial reports for senior leadership, the board, and relevant committees. Explain budget variances, spending trends, cash availability, and other financial considerations through clear narrative reports and concise dashboards.
- Monitor cash balances and liquidity needs; coordinate cash transfers within delegated authority; and maintain accurate investment records and reconciliations consistent with board policies.

Accounting, Controls & Compliance

- Develop and maintain financial management policies, procedures, and systems that ensure compliance with board policies, applicable accounting standards, and contractual obligations.
- Maintain and periodically evaluate internal controls, including segregation of duties, approval processes, and account reconciliations.
- Manage day-to-day accounting processes, including accounts payable, accounts receivable, journal entries, payroll, grant payments, account reconciliations, lease and vendor payment obligations, and month-end, quarter-end, and year-end closing.
- Maintain accurate financial records of grant awards, amendments, deauthorizations, payments, and outstanding commitments. Coordinate with staff to reconcile accounting records with GOCO's grant-management system.
- Coordinate and lead the annual audit process, including the preparation of financial statements; serve as the primary liaison to external auditors; coordinate responses to audit findings and recommendations; and prepare financial materials and briefings for the board, Executive Director, and Deputy Director for legislative audit hearings.
- Maintain written procedures and provide cross-training for critical accounting, payroll, and benefits processes to support continuity of operations.
- Supervise accounting staff, establish work priorities, and support staff development.
- Assess and coordinate renewal of various business insurance policies.

Human Resources Administration

- Oversee administration, in collaboration with the Executive Director and Deputy Director, of GOCO's benefits program, including health care, disability plans, retirement plans, workers' compensation insurance, and flexible spending accounts. Coordinate timely analysis, enrollment, renewals, employee communications, and reconciliation of benefits costs.
- Coordinate HR onboarding and employee departures with supervisors and other designated staff, including payroll, benefits enrollment or termination, and required personnel documentation.

- Work with the Executive Director, Deputy Director, and designated external HR advisors to identify improvements to personnel policies and procedures, the GOCO Employee Handbook, and related documents.
- Coordinate with leadership and external HR advisors to maintain compliance with applicable employment requirements, protect confidential personnel information, and implement HR best practices.

Minimum Qualifications

- Bachelor's degree in finance or accounting.
- At least seven (7) years of progressively responsible accounting and finance experience, including financial reporting and audit coordination.
- At least three (3) years of supervisory experience, including management of professional staff.
- Demonstrated experience managing accounting operations, payroll, financial reporting, budget development and analysis, and audit activities.
- Demonstrated experience analyzing and presenting financial information to executive teams, appointed or elected officials, or a board.
- Strong organizational skills and proficiency with spreadsheets, accounting systems, and financial reporting tools, including the ability to evaluate and improve workflows.
- Excellent verbal and written communication skills, including the ability to explain financial information to people without an accounting background.
- Ability to work independently and collaboratively, exercise sound judgment, and apply critical thinking to financial and operational decisions.
- Integrity, discretion with confidential information, and commitment to GOCO's mission.

Preferred Skills and Experience

- CPA designation or relevant graduate degree.
- Experience in government accounting.
- Experience developing cash flow forecasts and financial models to support long-term planning.
- Experience in benefits administration.

Other Requirements

- This is a **full-time, exempt position** based at **GOCO's headquarters in Denver, Colorado**. GOCO currently operates under a hybrid work model, with employees working in the office Tuesday through Thursday and having the option to work remotely Monday and Friday. The hybrid work model is subject to change at the discretion of the Executive Director.



- Willingness and ability to travel in Colorado. Expect approximately 5-7 overnight stays per year. GOCO provides transportation and accommodations and covers the cost of food and other reasonable expenses.
- Willingness to occasionally attend weekend and evening meetings, workshops, conferences, and events in Colorado.
- Valid driver's license.
- Physical demands may involve lifting materials and equipment – including, but not limited to, office supplies, event supplies, communications collateral, and boxes of swag – up to 25 pounds.

GOCO's Team Commitments

We serve Colorado. Advance [GOCO's strategic priorities](#) and our commitment to equity. Consider our mission and the whole state when putting GOCO's limited resources to the highest and best use. Listen to partners and leverage learnings to influence GOCO's strategy and approach. Participate in site visits, partner events, and activities as opportunities to connect with and learn from communities. Be flexible and adaptable to innovate and meet the unique and ever-evolving needs across Colorado.

We take pride in our individual and collective work. Take responsibility for our work to advance GOCO's vision and priorities. Pursue professional development, volunteering, and other growth opportunities. Reflect on and learn from individual, team, and organizational successes and challenges. Represent GOCO in a way that upholds our role as a trusted funding partner in Colorado.

We are respectful and accountable. Participate in a culture that optimizes productivity, well-being, and positive relationships. Support a culture that values work/life balance. Recognize and appreciate each other's distinct values, backgrounds, perspectives, opinions, and contributions. Engage in challenging conversations that foster professional and organizational growth.

Compensation

The salary range for this position is \$120,000-\$155,100 per year. Starting salary is based on education, experience, skills, and other job-related factors. New hires typically start near the middle of the salary range. This position is eligible to earn one-time bonuses after six months of employment for achieving significant business objectives as determined by the Executive Director.

This position is eligible for a comprehensive and competitive benefits package, including medical, dental, and vision coverage; retirement and pension benefits; paid leave and holidays; family leave; and a range of financial, wellness, and commuter benefits. The package is designed to support employees' health, financial security, professional growth, and work-life balance.



How to Apply

Interested candidates should submit a resume and letter of interest to resumes@goco.org, including “Assistant Director of Finance & Administration” in the subject line. No phone calls, please. All resumes must be received no later than Thursday, November 19, to be considered. Interviews with qualified candidates may begin before the application deadline.

Black, Indigenous, and People of Color (BIPOC) and others who identify as nonwhite, people with disabilities, and members of the LGBTQIA+ community are encouraged to apply for this role.

Great Outdoors Colorado is an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected status, or any other characteristic protected by law.