



**Job Title:** Finance and Operations Coordinator  
**Reports To:** Director of Finance and Administration  
**FLSA Status:** Exempt  
**Location:** Denver, Colorado  
**Position:** Full Time  
**Salary Range:** \$50,000-\$55,000 annual plus benefits

**What's the Job?** The Finance and Operations Coordinator is responsible for supporting the day to day operations of the accounting department and other administrative areas for LiveWell Colorado, including human resources, contract administration, and general office support. The Coordinator plays an instrumental role in ensuring that the daily operations of LiveWell Colorado function smoothly and efficiently. The position will operate in an energetic, small team environment and offers an opportunity to play a key role in the organization and assist LiveWell in working toward its mission to remove barriers to healthy eating and active living, particularly for low-income communities and people of color.

**What will you do?**

- Responsible for administration of the accounts payable system, including maintenance of vendor files and records, detailed transaction, credit card and payment processing.
- Support the accounts receivable process including invoicing, collections, reconciliations, deposit preparation, and recording transactions.
- Reconcile bank accounts and assist the Director of Finance in preparing monthly statements.
- Process month-end journal entries and assist with month-end closing, including preparation of monthly schedules and reports.
- Assist with the annual budget process and provide year-round budget support for staff; support the Director of Finance in the creation of budgets and financial reports for grant proposals and reporting as requested.
- Maintain contract tracking schedules and assist with the external contracting process.
- Assist with human resource responsibilities including processing new hires, terminations, semi-monthly payroll, benefits enrollments and administration, PTO monitoring and time allocation tracking.
- Oversee liability insurance, directors and officers insurance, and workers compensation policies; update and analyze as needed to reduce risk.
- Assist Finance Director in maintaining all accounting records and schedules in compliance with GAAP; support annual audit and Form 990 processes by preparing documents as directed.



- Help monitor costs and efficiencies throughout the organization and suggest improvements to overall office operations as needed.
- Assist staff in coordinating with external IT vendor and trouble-shooting facilities issues.
- Other duties as assigned.

#### **What skills do you need?**

- Associate's/Bachelor's degree or equivalent professional and/or life experience.
- Three or more years of related work experience in a non-profit environment.
- Strong working knowledge of Microsoft Excel and Google Sheets; experience with accounting software (MIP Fund Accounting preferred).
- Familiarity working with multiple funding streams including State and Federal grants.
- Sensitivity and experience working with diverse populations, cultures, and socioeconomic backgrounds.
- Strong attention to detail and organizational skills; ability to multi-task and prioritize work efficiently.
- Excellent communication and interpersonal skills; proactive problem-solving ability.
- Ability to communicate financial concepts to non-financial audiences.
- Strong written and verbal communications skills.
- Experience in handling sensitive and confidential information.

#### **Why join us/About LiveWell Colorado:**

LiveWell Colorado is a statewide nonprofit organization committed to increasing access to healthy eating and active living by removing barriers that inequitably and disproportionately affect low-income communities and people of color. LiveWell focuses its efforts on policy, environment, and constituent engagement to remove barriers and increase access to healthy behaviors. Working with partners in communities across the state, LiveWell aims to ensure that all Coloradans live in environments with equitable access to the nourishing food and physical activity they need to be healthy.

LiveWell Colorado is committed to recruiting and supporting a diverse workforce that is representative, at all job levels, of the communities we serve. We aim to promote a culture of inclusiveness, respect, communication and understanding. LiveWell Colorado is dedicated to equal employment opportunities and prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law.

Interested candidates should send resume and cover letter by September 13, 2019 to: [opportunities@livewellcolorado.org](mailto:opportunities@livewellcolorado.org) **with the position title and how you learned about the position in the subject line.** No phone calls please.