

Job Title:	Director of Finance and Controller
Location:	Denver
Classification:	Exempt
Reports To:	Executive Director
Salary Range:	\$125,000 – \$141,00 (plus \$4,200 yearly stipend). Salary commensurate with experience.
Application Deadline:	Rolling, with interviews anticipated to begin in mid-February 2024 and a start date of approximately May 1, 2024.

Organization Overview:

Colorado Legal Services (CLS) is Colorado’s statewide nonprofit legal aid program, with thirteen offices providing civil legal assistance to low-income Coloradans throughout the state. CLS provides free legal assistance in a broad variety of legal areas, including family law, public benefits, eviction defense, consumer protection, services to survivors of serious crime and human trafficking, and many others.

CLS has strengthened lives, assisted families, and supported communities—one person at a time for over 90 years. We are committed to providing high-quality, free legal advice and representation to eligible individuals throughout Colorado. We have a long history of successful impact and advocacy. CLS strives to bring about substantive, transformational change in the lives of those we serve.

Position Summary:

As a member of the CLS senior leadership team, the Director of Finance and Controller plays a vital role in developing and implementing Colorado Legal Services’ financial strategy to carry out our mission and high-impact, statewide advocacy. The Director of Finance and Controller manages and oversees the accounting team, which focuses on Colorado Legal Services’ finances, financial reporting, budgeting, fiscal policies, and fiscal compliance. This role requires the ability to thrive and be responsive and reliable in a collaborative and deadline-oriented workplace. In addition to financial management expertise, this position requires excellent communication and teamwork with senior leadership and accounting staff, along with staff who have grants and contract management responsibilities within local offices and units.

This position will oversee a period of systems change in our accounting and finance team, working to establish new and efficient methods for approvals, payments, reporting, organizational and grant budgeting, and all aspects of our financial work. The Director of Finance and Controller will be a partner to the Executive Director in financial goal setting and

strategy as we steward our resources to grow our high-impact legal work throughout Colorado.

Essential Duties:

Financial and operational strategy and management

- Support the Executive Director in fulfilling CLS's mission and vision and help ensure ongoing alignment between financial, operational, and programmatic objectives.
- Apprise and assist the CLS board and specifically the CLS Board Finance and Audit Committee in its responsibilities as to the organization's finances. Work with the board and the board's Finance and Audit Committee to set an annual budget, and select and engage outside consultants (e.g., auditors, investment advisors), as needed.
- Oversee budgeting, budget implementation, tracking, and reconciliation to monitor progress.
- Present financial metrics both internally and externally.
- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with appropriate Generally Accepted Accounting Principles, Federal Uniform Guidance, Legal Services Corporation rules and regulations, regulatory compliance, and audit requirements.
- Maintain robust internal control safeguards and oversee financial, compliance, and regulatory audits.
- Manage cash flow and forecasting. Optimize banking relationships and initiate appropriate strategies to enhance cash positions.
- Provide reports regularly, and as directed or requested, to keep the board and senior leadership informed of CLS's finances and the operation and progress of compliance efforts.
- Provides leadership and support on other responsibilities as assigned.

Team management, CLS-wide collaboration, and professional development of unit staff

The Director of Finance and Controller ensures the timely and reliable execution of unit responsibilities. This position provides regular professional guidance to and oversight of finance/accounting unit staff and assists in identifying resources to develop skills and tools related to supporting, motivating, and challenging staff in their daily work. In addition, the Director of Finance and Controller supports staff in the unit and across CLS by:

- Ensuring the accounting and finance teams deliver excellent customer service to CLS staff, including identifying, developing, and implementing new systems that best serve CLS's staff and external partners.
- Collaborating with other senior leadership and CLS staff on the timely and rigorous completion of grant applications and reporting.
- Supporting, providing financial guidance to, and collaborating with all CLS program offices and units, and employees with financial responsibilities.
- Providing effective day-to-day supervision of unit staff.
- Identifying, addressing, and/or creating staff growth opportunities.

- Overseeing the training and professional development of unit staff, in partnership with other CLS senior leadership.
- Addressing staff performance deficiencies through a coaching and growth mindset, along with any other personnel-related issues.

Compliance and accountability

The Director of Finance and Controller, in coordination with other senior leadership, is responsible for supporting CLS staff in a manner that implements and furthers the following.

This position must become a trusted and reliable expert on each of these:

- Administrative and accounting procedures, including timekeeping and grant compliance.
- CLS Accounting Manual.
- CLS personnel policies.
- CLS Collective Bargaining Agreement
- CLS Program Policies.
- CLS Casehandler standards.
- Legal Services Corporation statute and regulations.
- Other CLS policies and procedures.

Required Qualifications:

- Seasoned fiscal leader with deep and broad finance experience in accounting and auditing, managing teams, and experience leading the development and implementation of financial systems, policies, and procedures. The candidate will have experience managing the finance function (accounting, budgeting, internal controls, reporting, and compliance) within a multi-office, multi-funding, diverse entity.
- Possess vision and agility, including the ability to think strategically, foresee trends, and the ability to translate a strategic vision into operation.
- Demonstrated commitment to the wellbeing and growth of staff, including a successful record of accomplishment of recruiting and retaining a diverse team.
- Reliability and responsiveness in a fast-paced, ever-changing environment.
- Understanding of and experience with non-profit entities, non-profit audits, and financial compliance reviews.
- Demonstrated understanding of cost accounting, allocation methods, and best practices to ensure proper contract costing.
- Excellent written and verbal communication skills and the ability to engage in conversations with sensitivity, thoughtfulness, and appropriate transparency into decision-making.
- An ability to communicate complex and nuanced financial information to lay professionals.
- Ability to set clear priorities, delegate, and ask for help from peers.
- Keen analytic, organization, and problem-solving skills, and professional judgment that

support and enable sound decision-making.

- Excellent human resource skills.
- Demonstrated commitment to fostering diversity, equity, and inclusion.
- Demonstrated commitment to equal justice.

Preferred Qualifications:

- CPA, MBA, or similar qualification.
- Change management experience including experience partnering with operations departments, including IT, to improve organizational efficiency through the development and implementation of financial management systems and tools.
- Seven (7) + plus years' experience in all areas of finance/accounting including A/P, A/R, Payroll, General Ledger, Budgeting, Forecasting, and Audit Management.
- Experience with unionized environments and/or law firms.

Compensation and Benefits:

We offer a generous plan that includes 100% employer paid premiums for employee health, dental, vision, life, and long-term disability insurance as well as partial employer paid premiums for spouses/dependents, based on a sliding scale. We also offer Dependent Care and Medical Flexible spending accounts, a 403(b) retirement account, and an Employee Assistance Program (EAP). Additionally, CLS offers a \$350.00 monthly stipend (to be used as you choose), generous paid time-off and 12.5 paid holidays per year. CLS values its employees' commitment to working hard for the population it serves and recognizes the importance of work/life balance; therefore, we offer flexible work schedules and hybrid work arrangements as appropriate. We promote and foster a diverse, inclusive, equitable, and psychologically safe work environment, striving to be a "Best Place to Work" in Colorado.

How to Apply:

Please email a copy of your cover letter and resume as a single, combined PDF to hiring@colegalserv.org. Please include "Director of Finance and Controller" in the subject line.

Note: Please mention how you heard about the job announcement in your email.

Please no solicitations from recruitment firms.

Our Commitment to Diversity, Equity, Inclusion, and Belonging:

CLS embraces diversity, equity, inclusion, and belonging as an Equal Opportunity Employer. We are committed to building and retaining a workforce that respects and empowers each individual and represents a variety of diverse cultures, perspectives, skills, and experiences. We encourage all qualified candidates to apply for this position.