



ROCKY MOUNTAIN YOUTH CORPS

Position Description

<u>POSITION TITLE:</u>	Chief Finance and Compliance Officer
<u>POSITION TYPE:</u>	Full Time, Exempt Employee (non-remote, onsite)
<u>STARTING SALARY:</u>	\$110k-\$115k
<u>BENEFITS:</u>	All benefits per RMYC personnel policies (full benefits)
<u>LOCATION:</u>	Steamboat Springs, CO

Summary: The Chief Finance and Compliance Officer serves as the organization's senior financial leader, responsible for ensuring the integrity, accuracy, and transparency of all financial operations. This role oversees the development and management of robust financial systems, ensures compliance with regulatory and reporting requirements, and provides strategic oversight of accounting functions. The CFCO safeguards organizational assets, manages internal controls, leads audit processes, and delivers timely, accurate financial reporting to support decision-making. They collaborate with leadership to maintain fiscal health, ensure legal and ethical compliance, and drive continuous improvement in financial operations. In addition, the CFCO plays a key role in advancing RMYC's mission by ensuring strong, transparent financial stewardship while fostering relationships with community partners, funders, and staff. This role requires both technical expertise and a commitment to collaborative, mission-driven leadership in a rural, community-based environment.

Supervision

- The CFCO reports directly to the Chief Executive Officer (CEO)
- The CFCO supervises the Accounting Director (AD) and independent accounting contractors.

Essential Duties:

1. Financial Planning

- Lead the organization's annual budgeting process and multi-year financial planning.
- Monitor financial performance against budgets, forecasts, and strategic goals.
- Advise the CEO and Board on financial strategies to ensure long-term sustainability.
- Maintain cash flow projections and funding strategies to support operations and growth.
- Develop and manage budgets for projects and internship opportunities, including invoice preparation and backup, and management with federal agencies.

2. Accounting and Financial Oversight & Compliance

- Direct all accounting functions, including general ledger, accounts payable/receivable, payroll, and reporting.
- Ensure adherence to Generally Accepted Accounting Principles (GAAP) and all applicable regulatory requirements.
- Oversee internal controls to safeguard assets and ensure data integrity.
- Lead and manage the annual financial and single audit process, including document preparation, inquiries, addressing findings, and recommendations.
- Strong knowledge and experience in labor law and Colorado business regulations.
- *Collaborative Problem Solving:* Partner with program and development staff to creatively align compliance with program realities in rural settings.
- *Plain-Language Communication:* Translate complex financial requirements into clear, accessible information for staff, youth, board members, and community partners.
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3. Agreements, Contracts, and Grant Funding Oversight

- Review, negotiate, budget, and monitor contracts, agreements, and grant awards to ensure compliance with terms and conditions.

- Support the Development Director with grant budgeting, financial requests, and reporting.
- Establish systems for tracking deliverables, budgets, and reporting deadlines.
- Partner with program staff to ensure proper financial administration of restricted funds.
- Create and maintain relationships with external project partners, auditors, and banks.

4. Financial Reporting

- Prepare accurate, timely financial statements and reports for leadership, the Board of Directors, funders, and regulatory bodies.
- Develop dashboards and key performance indicators to inform decision-making.
- Translate complex financial information into clear, actionable insights for non-financial stakeholders.
- Deep understanding of Form 990 and IRS reporting requirements.

5. HR Compliance Support

- Oversee payroll processing and related tax filings in compliance with federal, state, and local laws.
- Ensure proper classification of employees and contractors.
- Support benefits administration and compliance with employment-related regulations
- Understanding of Form 5500 and employer-based retirement plan compliance

6. Organizational Leadership

- **Strategic leadership and alignment:** Serve on the Leadership Team to co-shape organizational strategy; align budgets with mission and multi-year goals; set clear decision-making criteria; provide timely, transparent analyses to the CEO and Board.
- **People-centered leadership and communication:** Model authenticity and humility; set communication norms that invite diverse perspectives; translate finance and compliance into plain language
- **Community Engagement:** Represent RMYC in financial conversations with partners, funders, and auditors, balancing professionalism with approachability.
- **Equity and Inclusion:** Ensure financial systems and compliance practices align with RMYC's values.
- **Local Presence:** Participate in community events, coalitions, or partner meetings to strengthen RMYC's reputation as a trusted local employer and youth development organization.

Education: A minimum bachelor's degree from an accredited college or university is required. Preference is given to holders of advanced degrees and CPA certification. Significant professional experience may be substituted for post-secondary education.

Experience:

- A minimum of 5 years of experience in accounting and financial management.
- Experience working with federal and state government agreement processes.
- Experience producing financial documents for contracts, grants, board meetings, and daily operations.
- Experience working with a diverse group of people in a team atmosphere.
- Experience in nonprofit or mission-driven organizations, ideally those serving rural or youth-focused communities.
- Demonstrated ability to build trusting relationships with diverse stakeholders (staff, youth, community leaders, auditors, funders).
- Commitment to fostering a positive, supportive workplace culture.

Knowledge, Skills & Abilities

- Proficient with QuickBooks, Microsoft Office Suite, Google Suite, and Salesforce CRM systems.
- Proficient in accounting concepts, GAAP principles, and non-profit accounting.
- Ability to produce financial documents using QuickBooks Online.
- Ability to maintain accurate and complete records.
- Ability to complete tasks in a detailed and timely manner.
- Superior people skills, including good speaking and writing skills.
- Ability to work well with people from diverse backgrounds and in a team atmosphere.
- Ability to work independently.

The CFCO position is open until filled

Rocky Mountain Youth Corps is an Equal Opportunity Employer, a drug-free workplace, and complies with ADA regulations. Rocky Mountain Youth Corps is committed to the inclusion of people with all levels of ability. Reasonable

accommodations are available upon request. This position is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or religion.