



Mile High United Way CAREERS

Mile High United Way Financial Data Manager

Organization Profile

Working side-by-side with the community, Mile High United Way takes on the biggest, most complex issues facing Metro Denver. Our united approach changes the odds for the children, families, and individuals in our community, and moves them out of poverty. We do this because we believe every child has the right to a safe and stimulating place to learn, and that when every youth in Metro Denver graduates prepared for a career or college, our community is stronger. We also know that when people don't have their most basic needs met, longer-term goals, like finding financial stability, are out of reach. And when we work together, we make a lasting, sustainable impact on our community.

Position Concept

The Financial Data Manager is responsible for leading the financial analysis and reporting processes by administering financial data with a focus on (i) the identification and implementation of new process improvement initiatives and (ii) developing financial reports which provide meaningful information for business analysis; which are key to the monthly close, management reporting and business performance analysis for Mile High United Way. Provide reconciliation and analysis of financial accounts with a primary focus on pledge revenue accounts. Responsible for recording data capture from the fundraising software (currently using a SQL Server Data Warehouse) into the general ledger software (currently MS Dynamics SL), reconciling between systems and analyzing resultant information, including creating dashboards and visualizations.

Essential Responsibilities

- Extract data from the fundraising system, assure its accuracy and completeness and record in general ledger system in accordance with appropriate accounting principles; work closely with IT team to ensure reports reflect data as needed and apply appropriate accounting treatment.
- Reconcile account balances to detail reports from fundraising software for all campaign revenue related accounts (including Pledges Receivable, Designations Payable, and Unapplied Cash).
- Prepare monthly financial statements from general ledgers reports and other software reports.
- Analyze revenue and collection data, track trends, assess collectability of pledges, calculate reserve for bad debt using historic data trends, and provide Resource Development team with information to assist with collection or write-off of pledges.
- Collaborate across departments, including Gift Accounting, Resource Development, and IT teams, to identify areas for improved functionality, increased efficiencies, and/or more meaningful data reporting, including identifying opportunities for improvement and translate them into projects.
- Employ effective data visualization techniques to tell the business story.
- Develop sustainable, fully automated dashboards to help management quickly assess financial health of the business and identify drivers of performance.

OTHER DUTIES/RESPONSIBILITIES:

- Provide other account reconciliation and analysis as needed.
- Provide financial schedules, account analysis and other relevant information for audits and other financial reporting requirements.
- Document processes and procedures related to revenue accounting and reconciliation.

- Participate actively in intra-departmental committees/groups to represent the Finance Department favorably and provide input into what is best for the overall organization.
- Other duties as assigned.

SUPERVISORY DUTIES:

None

JOB QUALIFICATIONS:

Experience: 5-7 years of strong financial analysis and financial reporting experience; non-profit experience is a plus.

Education or Formal Training: Bachelor's degree in finance, accounting or information systems.

Special skills/knowledge:

- Strong understanding of reporting structure and business.
- Expert in Microsoft Excel.
- Ability to think critically and work independently.
- Excellent written and oral communication and interpersonal skills.
- Excellent comprehension, analytic and reconciliation skills.
- Proven ability to work with and blend large volumes of data.
- Knowledge of automated accounting and fundraising software.
- Experience in statistical analysis.
- Well-organized, strongly committed to accuracy, with the ability to handle multiple priorities and operate effectively under time and work volume pressure
- Meticulous attention to detail
- Demonstrated passion to bridge financial expertise with the latest technology with a goal of delivering business value.
- Excellent organization, problem solving, and project management skills.
- Ability to develop repeatable, clearly understandable and comprehensive data visualizations that lead to data-driven business decisions.

Working Environment: Normal office environment. May require after hours and/or weekend activities.

Physical Activities: While performing the responsibilities of this position, the employee is required to sit for long periods of time at a computer. The employee also may be required to lift up to 40 lbs.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.

TO APPLY – SUBMIT RESUME/COVER LETTER TO: resumes@unitedwaydenver.org with **Financial Data Manager** as the subject line.

Mile High United Way is an Equal Opportunity/Affirmative Action Employer. As an Equal Opportunity Employer, we do not discriminate on the basis of age, race, sex, sexual orientation, gender identity, gender expression, color, religion, national origin, disability, genetic information, or any other status protected by federal, state or local law.

We will endeavor to make reasonable accommodations for otherwise qualified applicants who have disabilities which hinder their ability to complete the application process. Please contact us to request accommodation in the application process.

We use e-Verify to verify the identity and employment eligibility of all persons hired to work.



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unitedwaydenver.org