



JOB DESCRIPTION

Job Title:	Manager of Accounting and Human Resources
Location:	Broncos Stadium at Mile High, Denver, CO and some required business in Winter Park, CO
Department:	Administration
Reports to:	Finance Director
Supervises:	NA
FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt

About the NSCD:

The National Sports Denver for the Disabled (NSCD) *enables the human spirit through therapeutic recreation and sport.* Each year more than 3,700 children and adults with disabilities participate in our programs to improve the quality of their lives. With specially trained staff, a custom adaptive equipment lab and over 1,200 volunteers, the NSCD provides therapeutic recreation through a variety of winter and summer sports and activities to individuals with almost any physical, cognitive, emotional and/or behavioral diagnosis. Year-round programming is based out of Winter Park Resort and Broncos Stadium at Mile High.

Position Overview:

Supports the Finance Department with accounts payable, cash flow reporting, bank and credit card reconciliations, tax compliance, year-end audit and 990 support and budget support.

Oversees payroll administration, compensation and benefits, recruitment, hiring and departure process. Ensures compliance with federal, state and local laws and regulations regarding employment practices. Advises and counsels all levels of employees on a wide range of employment-related issues and is able to determine specific courses of action to support the best interests of the business. Interpret company policies and take action to resolve inconsistencies, grievances and complaints.

Job Duties

The job duties of this position are performed personally, in cooperation with your supervisor, and/or in coordination with other staff. Additional work functions and duties may be assigned.

Accounting:

- Responsible for all accounts payable functions including vendor relations; ensuring departments are following the accounts payable process; distribute credit card expense reports, enter all credit card statement data to accounting system; file all accounts payable backup in corresponding vendor files; track vendor W-9 data in real time.
- Prepare and file year end 1099 tax forms.
- Prepare bi-weekly cash flow reporting.
- Manage and process organization wide bi weekly payroll for all active staff.
- Responsible for bank account reconciliations.
- Perform month end journal entries.
- Ensure timely filing of quarterly Raffle Tax and Retail Sales Tax.
- Prepare and file year end W-2G raffle tax forms.
- Assists with annual budget process.
- Prepares various documentation and reports and other requests for the annual audit including but not limited to 990 tax document preparation for Auditors.

Human Resources:

- Manage and maintain payroll administration, including staff changes, PTO, time off accruals, FMLA and COBRA. Reconcile payroll prior to transmission and validate accuracy of reports.
- Work with Broker to manage and administer staff benefits including benefit planning, open enrollment preparation and delivery. Provide proactive analysis to management for benefit/spend maximization.
- Conduct HR trainings for directors, supervisors and staff.
- Oversees policies, procedures and implementation of employment processes, including job descriptions, offer letters, onboarding, benefits coordination, monitoring performance, off boarding, discipline and termination.
- In conjunction with HR Council, coach managers through legal issues and employee development opportunities.
- Manage personnel issues with directors and conduct and support investigations as necessary.
- Recommends and supports updates and revisions of Employee Handbook, reviews and prepares recommendations to CEO on Personnel Policies and oversees compliance with Personnel Law. Task is to be completed in conjunction with HR Council.
- Provide consultation to managers on performance management, including annual review process, merit increase system, performance improvement plans, and other mechanisms to align values, employee performance and business goals.
- Act as plan administrator for 401k.
- Oversee State of Colorado Department of Labor Seasonal Status and Unemployment filings.
- Responsible for completion Worker's Compensation annual renewal.
- Routinely spend time with staff, managers and executives on various employment and safety issues, including performance, education, job satisfaction, management, etc.
- Assist with the company's culture through planning and execution of various activity and events.
- When necessary secure guidance from HR Council.

Professional Performance

- Adhere to all Personnel Policies and Procedures for the Agency.
- Maintain professional standards of performance, demeanor, and appearance at all times; act as a "role model" both at and away from the Agency.
- Maintain a creative, team-building approach to job performance and seek to bring a constructive, problem solving orientation to all tasks.
- Perform all tasks and responsibilities with attention to detail and in a complete and timely manner, complying with agency policies and standards and conforming to the scheduling requirements of the job and program.
- Maintain an awareness of the agency's mission and work to promote the positive individual and social change goals it embodies.
- Exercise discretion and professional judgment at all times keeping with the responsibilities carried personally and by the agency for the care and welfare of the clients; act with honesty and integrity in all aspects of Agency business.
- Actively strive to upgrade professional skills through engaging in appropriate professional training and experience.
- Actively strive to create and maintain a culturally sensitive and appropriate environment through communication and interaction that demonstrates respect for diversity.

Other duties may be assigned

Qualifications:

- Bachelor's Degree in Business Administration, Accounting or closely related field.
- At least 3 years of experience in Accounting and a minimum of 2 year experience in Human Resources.
- Computer proficient and possess experience of Microsoft Office Suite (e.g. Outlook, Word, PowerPoint, and Excel) and HRIS database systems. Experience with Paychex or other payroll processing system.
- Strategic thinker who communicates professionally and effectively with diverse staff, volunteers, donors, prospects, and community stakeholders.
- Experience with Financial Edge accounting system or similar system.
- Ability to work with a high degree of autonomy, initiative and exercise personal judgment in a fast-paced environment with a strong sense of humor and integrity.
- Candidates must meet background check and criteria regarding clearance to drive NSCD vehicles.

Work Schedule:

This is an office based position, Monday – Friday from 8am-5pm. Weekend or evening hours may be required based on company needs.

Salary: A competitive compensation and benefits package is available.

Physical Requirements:

- Dexterity, auditory and visual acuity to operate computers and phones or mobile devices.
- Auditory and visual acuity to interact with guests, sponsors, donors and clients on a daily basis.
- Able to work for long periods of time without break during the conduct of presentations, meetings and events.
- Able to lift 25 lbs. with minimal assistance.
- Able to work outside year round in varying conditions.
- Able to successfully manage multiple, high priority tasks in a fast-paced environment.

ACKNOWLEDGEMENT:

This job description is intended to describe the general nature and level of work performed. It is not intended to be a complete list of all responsibilities, duties and skills required of employees performing this job. Furthermore, this job description does not establish a contract of employment. NSCD may change job descriptions at any time, with or without notice as service needs require.

I have read and understand this job description.

Employee Signature:

Date:

Equal Employment Opportunity (EEO) Policy

NSCD is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, creed, religion, national origin, disability, sexual orientation, ancestry, citizenship, veteran status, genetic information, or any other applicable status protected by state or local law.

NSCD will consider providing reasonable workplace accommodations if needed.