



# Breckenridge Outdoor Education Center

**Title:** Finance Director

**Reports to:** Executive Director

**Direct Reports:** Assistant Director, Administration/HR, Database Administrator

The Finance Director at the Breckenridge Outdoor Education Center (BOEC) is a pivotal leadership role, integral to shaping the strategic direction of the organization. With nearly 50 years of dedicated service, the BOEC stands as a beacon of hope and adventure providing access to outdoor experiences for individuals with disabilities, special needs, and other challenges. This position offers a unique opportunity for a passionate individual to harness their expertise in finance, administration, leadership, and communication to drive BOEC's mission forward. As a key member of our team, the Finance Director will play an essential part in ensuring the long-term sustainability and success of our programs, making a tangible impact on both the organization and the diverse communities we serve.

## **Position Responsibilities:**

The Finance Director oversees and manages the financial operations of BOEC, ensuring sound fiscal management, strategic financial planning, and compliance to support the organization's mission and goals including:

- Prepare monthly financial statements in an accurate and timely manner. Clearly communicate and review finances by program area and analyze budget variances in partnership with Executive Director and Program Directors.
- Prepare and present financial reports to the Board of Directors and Executive Committee of the Board.
- Work closely with the Asst Director, Administration/HR to ensure the accuracy of financial and payroll/benefit records and to maintain general ledger integrity.
- Interact extensively with Program Directors and other staff to help manage revenue and expense budgets.
- Design strong internal controls to safeguard assets and to maintain general ledger integrity.
- Contract and coordinate annual audit.
- Annually review and renew liability insurance policies to ensure appropriate coverage and make updates to Statement of Values.
- Reconcile and allocate grant, scholarship, and restricted fund expenditures.
- Provide the Development Director with financial information to support grant requests and fulfillment reports.

## **Budgeting/Cash Management/Board Liaison**

- Oversee and lead annual budget process in conjunction with the Executive Director and in collaboration with Program Directors and Managers.
- Facilitate budget and expense tracking for future capital campaign.
- Manage investment advisory relationship. Oversee cash/investment activity and liquidity positions. Compile and send out quarterly reports produced by the investment manager.
- Monitor and keep senior leadership team aware of the organization's financial status. \
- Serve as the Board liaison for the Finance Committee. Schedule, attend and participate in Finance Committee meetings.

## **Leadership**

- Effectively supervise and manage direct reports and provide, by example and leadership, motivation and direction to employees of the organization.

## Qualifications

- 5+ years' experience in progressive accounting or finance roles including, but not limited to, Finance Director, Controller, or Senior Accountant.
- Bachelor's degree in accounting or finance. CPA preferred.
- Proficient in accrual-based accounting; Not-for-profit accounting experience preferred.
- Experience with risk management functions.
- QuickBooks Online proficiency preferred.
- Salesforce or similar program database experience preferred.
- Experience with Microsoft Office Suite; strong Excel skills required.
- Strong organizational skills, attention-to-detail, and a commitment to accuracy in all areas of responsibility.
- Effective communication and critical thinking skills, including the ability to develop and maintain a positive working relationship with key internal and external stakeholders.
- Ability to work in a deadline driven environment. Ability to be successful in a work environment that requires a high degree of independence and autonomy.
- The ideal candidate will have a familiarity with the mission, services, and programs offered by the BOEC and a passion for non-profit work.
- Eager to engage with a team and enjoy outdoor activities. Ability to ski/snowboard and interest in other outdoor activities a definite plus.

## Position Information and Benefits:

- This is a full-time, year-round exempt position with the following benefits: generous paid time off (PTO) policy, health insurance, life insurance/AD&D, 403B retirement plan, 13 paid holidays, employee assistance program, employee professional development opportunities, pro-purchase program and employee ski pass.
- The salary range begins at \$95,000 annually, DOE.
- This position is located at the BOEC Administration Headquarters in Breckenridge, CO.
- Typical schedule is 9:00am to 5:00pm, M-F. Occasional weekend and/or evening involvement in special events or programs as needed.
- This position may require occasional lifting or physical effort. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job duties above are not an exhaustive list of responsibilities, duties, and skills required for this position. Additional tasks may be assigned as needed

*BOEC strives to create environments that are just, equitable, diverse and inclusive and we are dedicated to providing outdoor experiences that are relevant and accessible to all participants regardless of race, ethnicity, sexual orientation, gender identification, religion, socioeconomic status, education or disability.*

## About Us

The Breckenridge Outdoor Education Center (BOEC), established in 1976 in Breckenridge, Colorado, is a 501(c)(3) non-profit organization dedicated to expanding the potential of individuals with disabilities and special needs through impactful, educational, and inspiring outdoor experiences. For almost 50 years, BOEC has offered outdoor recreational opportunities, led by highly trained professional staff and supported by over 300 dedicated volunteers. Participants from around the world engage in BOEC's Adaptive Ski and Snowboard Program, Wilderness Program, and Internship Program. Operating primarily in Breckenridge, Colorado, BOEC serves over 2,500 participants annually, including adults and children with physical and cognitive disabilities, sensory differences, veterans and their families, and other historically underserved populations.

Please send cover letter and resume to Sonya Norris, Executive Director, [sonya@boec.org](mailto:sonya@boec.org)