



Mile High Early Learning
welcomes candidates for the position of:

Chief Financial Officer

1799 Pennsylvania Street
4th Floor
Denver, CO 80203

*Providing a quality educational experience,
inspired by the Montessori approach,
for Denver's most vulnerable children*

Organization History and Scope

Mile High Early Learning is Denver's oldest and largest provider of subsidized quality early childhood care and education – serving thousands of Denver's most vulnerable children every year since 1970.

Early Learning Centers

Mile High Early Learning operates six early learning centers and two drop-in facilities. A Montessori inspired educational approach is used throughout the program. Montessori fosters inner security, a sense of order, curiosity, decision-making ability, a positive attitude toward school, and a sense of responsibility to other members of the class, school and community.

Our People

Mile High Early Learning is governed by a 15-member Board of Directors, receives support and counsel from a 50+ member Community Leadership Board, and employs 140 talented and dedicated staff.

For more information, please visit: www.milehighearlylearning.org

The Position

Mile High Early Learning (MHEL) is seeking a community-oriented Chief Financial Officer (CFO) to manage all of the financial management activities of a 501(c)(3) organization. The CFO is accountable to the President/CEO and also to an in-depth understanding of the many key programming areas of the organization. The CFO will have oversight of all fiscal aspects of the organization including managing the infrastructure, systems, and processes that support Mile High Early Learning's current and future needs. The CFO will provide fiscal guidance and thinking to achieve MHEL's mission and will be essential in strategic planning and program-wide evaluation. The CFO will continue to build and manage effective and streamlined administrative/financial systems, including finance, accounting, and information technology (IT). Other responsibilities include:

- Providing fiscal guidance and thinking to achieve MHEL's mission and will be essential in strategic planning and program-wide evaluation.
- Building and managing effective and streamlined administrative/financial systems, including finance, accounting, and information technology (IT).
- Utilizing excellent financial acumen to propose and implement ways to use resources to fulfill mission while also providing exemplary stewardship of public funding.
- Serving as a business partner to the President on the organization's financial, budgeting, and administrative processes—including HR, payroll, and benefits functions—with an eye to continuously developing and improving systems and maximizing a cost-effective benefits package.
- Overseeing the work of the Controller to assure timeliness, accuracy, and good working relationships with those under her supervision as well as with the senior management team and coworkers.
- Working with the Controller in response to the annual financial audit, and when responding to other audits as they may occur.
- Overseeing budgeting, financial forecasting, and cash flow for the organization; with full accountability to managing to the budget.
- Reviewing and approving preparation and finalization of monthly and annual financial reporting materials and metrics for MHEL's President and Board of Directors.
- Maintaining banking and investment relationships and ensure that investment objectives of MHEL are met.
- Working with the President to maintain appropriate insurance coverage.
- Working with senior leadership team on contract management, administration, and compliance.

- Managing the IT staff and consultants as appropriate to support IT, hardware, and software needs of the staff and organization. Reviewing and implementing technology replacement plan and track inventory.
- Ensure all facilities are maintained and capital projects are implemented efficiently and effectively.
- Support real estate transactions as needed.
- Develop successful and trusting relationships with staff and program recipients and create and sustain an environment at MHEL that supports these relationships.
- Develop an understanding of MHEL's educational and training programs including Head Start and Early Head Start.

Qualification Requirements

The qualified Chief Financial Officer will have strong supervisory/management experience and must have a good background in building and managing effective and streamlined administrative systems, including finance, accounting, and information technology (IT). Additionally, the successful candidate has served in a supervisory / management role preferably in a nonprofit organization and possesses the following high-performance attributes:

- BA in accounting, business, financial management, or a related field and experience equivalent to a higher degree. Previous experience and licensure as a CPA is desirable but not required.
- Eight years of professional experience managing the finance and administration for organizations with \$10 million+. Ten years' experience preferred.
- Experience or training in Uniform Guidance (2 CFR § 200), specifically Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Proven effectiveness in financial management and accounting in the nonprofit sector, and demonstrated experience leading professionals in finance and accounting.
- Experience that includes legal, audit, compliance, budget, resource development, and HR oversight.
- Five years managerial experience including supervisory responsibilities.
- Excellent people skills with experience collaborating in a multidisciplinary, diverse, and dynamic team.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
- Ability to perform the essential functions of the Controller's position if necessary.
- Technologically savvy with an ability to point to examples of having worked with IT staff to develop and implement new processes and systems that increased efficiency in a fast-moving environment.
- Flexible and a self-starter; able to multitask while also being highly detail-oriented.

Desired Qualifications include:

- Experience with a multidimensional accounting system. Sage Intacct preferred.
- Experience in managing multiple funding streams for nonprofits and/or early care and education field.
- Three years' experience working in an administrative capacity with a Head Start program.
- Proficient knowledge of uniform administrative requirements, cost principles, and audit requirements for federal awards.
- Working knowledge of MHEL, State of Colorado, Federal and other funding source compliance requirements.
- Proficient knowledge of basic computer systems, i.e. Word, Excel, Access, PowerPoint.
- Bilingual skills highly preferred (Spanish/English).

Compensation & Benefits

The compensation program for the Chief Financial Officer position is competitive with a hiring salary range of \$95,000 - \$110,000, with the salary offer depending upon the experience level of the candidate. In addition, all full-time Mile High Early Learning employees are eligible for an employee benefit program that includes the following:

- Continuing Educational and Professional Development Opportunities
- Competitive Pay
- 4 Weeks of Paid Time Off
- Medical/Dental Benefits
- Child care discount for employees
- 401k with employer match
- Life Insurance, Short Term, and Long Term Disability Insurance

Application Process

Application deadline: Monday, September 14, 2020

Interested candidates should submit the following:

- 1. Your professional resume,**
- 2. A cover letter explaining your interest in the position,**
- 3. Your compensation history and expectations for this position, and;**
- 4. Your availability to interview in person in Denver during October 7-9, 2020.**

Recruitment Services Provider: Employers Council

Please submit these to our Recruitment Services Consultant via email attachments by Monday, September 14th to:

mspirossoff@employerscouncil.org

Please place **"Mile High Early Learning CFO"** in the subject line of your email. Or, you may send in hard copy to:

Mark Spiroff, Employers Council
P.O. Box 745
Morrison, CO 80465

Please note the finalist candidate must pass a thorough pre-employment background check including Colorado Bureau of Investigation records check and fingerprint processing, Child Abuse and National Registries and full employment physical and drug screen.

Equal Employment Opportunity Statement:

Mile High Early Learning is a drug-free work place and an Equal Opportunity Employer (EOE). In addition, the U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)