Financial & Human Resources Administrator
Conservation Colorado is seeking a Financial & Human Resources Administrator who will be responsible for the organization’s bookkeeping, administration of personnel benefits, and legal compliance. We are currently working remotely, but this position is based in Denver once we are back in our office. You will work closely with the Operations and Finance Director to ensure the financial health of the organization.

About Conservation Colorado
Conservation Colorado works to protect Colorado’s environment and quality of life by mobilizing people and electing conservation-minded policy makers. We work closely with policy leaders, citizen activists, businesses, and other allies, and have built a reputation as one of the leading conservation advocacy organizations in the region. This coming year we will be tackling everything from working to ensure our state has enough water for future generations, looking for ways to increase the state’s use of renewable energy, defending our public lands from attacks, and electing pro-conservation champions across the state. The Financial & Human Resources Administrator will be a key part of managing the financial & compliance systems that allow us to manage our resources, so we can fulfill our mission and continue to grow and win on our campaigns.

Conservation Colorado’s work to protect and advocate for the environment reflects the organization’s commitment to racial, social, and environmental justice. Engaging communities of color among other key constituencies for the environment is an organizational priority. Within the organization, we aim to create a workplace culture with policies and practices that demonstrate how we value equity and inclusion.

What You’ll Do
As Conservation Colorado’s staff and budget have grown, managing the financial work of Conservation Colorado and its sister organization, Conservation Colorado Education Fund, have become more complex. You will be primarily responsible for taking our financial systems to the next level of efficiency.

This role can evolve over time, but you will have these areas of responsibility.

1. Finance
   • Responsible for the day-to-day bookkeeping of the organizations, including processing payments (we use SAP Concur expense reporting system), handling income, and doing payroll.
   • Act as head problem solver to propose ways to modernize our systems to make them more efficient as needed.
   • Work with the operations & finance director to handle the year end closing and preparing the necessary documentation for the annual audit and tax returns.

2. Human Resources
   • Manage our benefits, including open enrollments.
   • Assist in onboarding new staff.
   • Help identify and create systems that remove organizational barriers to full and equal participation by all staff.

3. Compliance
   • Responsible for the accurate and timely filings of our election reports.
   • Maintain appropriate levels of insurance.
   • Complete annual IRS and Secretary of State filings.

In addition to your regular responsibilities, all staff are expected to participate at some level in organizational priorities including helping in certain fundraising efforts, taking part in our election-related activities, and committing to our organizational efforts around equity & inclusivity.
Qualifications
To be successful in this job, you will demonstrate the judgment, results-focused work, and efficiency to work well with our team. Fundamentally, we want someone who loves making things work and who has the skills and desire to do that in our context – fast paced, political advocacy. More specifically, you will have or be most or all of the following:

- **Fast paced and detail oriented:** Have the ability to handle different types of projects at the same time with a no drop balls mentality and can find the one mistake in a 100-line bank reconciliation.

- **Solutions oriented:** You need a passion for making things work well and the ability to look at our systems and propose solutions to adapt to the evolving needs of the organization and to think three (or 30) steps ahead to ensure things run smoothly.

- **Spirit of helping:** We’re pretty busy here and most of our folks are not financially inclined, so your job is to make life easier for our staff to get you the information you need and to help them navigate our systems and benefits.

- **Ability to create an atmosphere where people from all backgrounds can thrive:** As a critical member of the HR team, you need to be able to proactively build and sustain robust, authentic, productive working relationships with colleagues across race and other group identities.

- **Have experience using QuickBooks or other accounting software:** You must enjoy working with numbers & spreadsheets and while you don’t need be a QuickBooks master, having at least a year or two of experience doing some sort of financial work is necessary. If you have a fluency with numbers, ability to create systems, and a desire to learn financial management, we want to talk to you.

Spanish/English bilingual is a skill we value, but it is not a requirement. This is a full-time job but there can be some flexibility in the exact schedule.

Compensation and Benefits
Compensation depends on experience and is highly competitive. We provide high-quality, zero-deductible health insurance and a strong benefits package that includes a SIMPLE IRA retirement plan with match, at least 28 days of paid time off in your first year, and parental leave and a sabbatical program. The starting salary for this position is between $40,000 to $45,000, with exact salary depending on experience and new staff rarely starting at the top of the range.

This job offers an opportunity to engage people to find solutions to some of the most important environmental issues in Colorado and work with a great team that is committed to a better, more equitable future. It will be challenging, inspiring, and sometimes frustrating, but you’ll be making a big difference.

We are committed to building a more diverse and inclusive organization and conservation movement to fully represent and engage all Coloradans and to build as powerful a movement as we can. Recruiting staff that better reflects Colorado is a priority and we encourage applicants from all cultures, race, ethnicity, geographies, political affiliation, and all other identities represented in Colorado or protected by law.

To Apply:
If this job truly speaks to you, please fill out this short questionnaire and send a cover letter and resume by November 16, 2020 to Nikki Riedt, Operations & Finance Director, at jobs@conservationco.org. No phone calls please.