Position Description

TITLE: Accounting & Office Manager

REPORTS TO: Director, Finance & Accounting

Next50 was formed in 2016 as a Colorado-based, private foundation funding efforts to improve the lives of older adults and their caregivers. Because we want every person to thrive in their second 50 years, we work closely with community leaders, experts in the field of aging, and front-line professionals to support programs and projects that positively impact aging and longevity. We educate, share best practices, and support innovation that will transform aging for generations to come.

We recognize that inequities in our society (and there are many) cause harm to communities and individuals, including the older people we’re here to serve. For that reason, we’re committed to building an inclusive, equitable, and diverse organization and actively working to eliminate the systems and barriers—including those in our own organization—that perpetuate inequities. We’re not there yet, so we’re working hard to create a transparent, inclusive, trust-based culture of belonging that empowers staff, board members, grantees, and other stakeholders to learn, grow, and make a greater impact for all.

At Next50, we value accountability, collaboration, equity, innovation, leadership, and learning. We think a fun, positive workplace culture leads to great work, so we aim to create an environment where you’ll feel supported, valued, and recognized for your unique skills, talents, experiences, and perspectives. If you’re someone who can bring diverse perspectives and identities to our team—and who also feels strongly about the values of equity and inclusion—please consider joining us.

Position Summary

The Accounting & Office Manager is a new position with Next50 and has three main areas of responsibility: Accounting, Office Manager, and Human Resources. This position will support the Director of Finance & Accounting, support the entire staff with office management and HR administration.

Accounting Responsibilities:

- Monthly balance sheet reconciliations including: several bank accounts, prepaids, Fixed Assets, and Right of Use Lease asset and liability accounts.
- Assist in preparation of the monthly financial package for Board and Finance Committee.
- Prepare working papers for annual audit and 990 preparation.
• Responsible for all functions in Accounts Payable including drafting ACH payments, setting up of auto-pay for regular recurring payments, ensure all new vendors have W9 on file and ACH authorization forms.
• Work with vendors to ensure accuracy of invoices and payments are submitted on a timely manner.
• Process corporate credit card transactions including getting all receipts and proper approvals.
• Record monthly credit card and check deposits as needed.
• Work with our Impact Team on reviewing grant applications to ensure grantees will be good stewards of our funds. This means entering financial information into a template for the Director of Finance & Accounting to review.
• Track any/all Program Related Investments (PRI). These are typically loans; review term sheets, ensure timely payments are received, and any due diligence.

Office Manager Responsibilities:

• Manage overall administrative activities for the office.
• Responsible for the day-to-day facilities operations, including the maintenance of office areas and equipment, purchasing office supplies, furniture, and office equipment for staff.
• Ensure all office supplies, drinks, snacks are stocked. Maintain a clean, well-organized kitchen & meeting rooms.
• Answer main phone line and email correspondence, screen and route calls and emails properly.
• Serve as IT liaison and point person with Next50’s outsourced IT contractor.
• Manage events & meetings for staff and board including any catering needs.
• Prepare team meeting agendas and records notes.

Human Resources Responsibilities:

• Ensure accurate bi-weekly payroll processing using Paylocity.
• Carefully review monthly benefits invoices for health, dental, life and 403b.
• Work with Sage, our benefits broker, to ensure that all employees are correctly enrolled in the benefits of their choosing.
• Assist hiring managers with recruiting: post job ads, screen resumes, coordinate phone interviews, schedule interviews, and initiate background checks.
• Lead all on-boarding processes: benefits administration, paperwork (I9, building forms, benefits, 403b, etc.), access to building/parking, and technology needs.
• Coordinate any training needs for all staff such as: cybersecurity, DEI, etc.
• Champion DEI within Next50’s corporate culture.

Qualifications

• Bachelor’s degree in Accounting or Finance is required.
• 1-2 years relevant experience especially in non-profit.
• Knowledge of accounting software.
• In-depth understanding of GAAP
• Must understand month-end and year-end accounting cycles.
• Advanced Excel skills as well as good working knowledge of all MS Products.
• Understanding of MS Teams is a plus.
• Ability to work independently.
• Must be organized and able to prioritize competing tasks.
• Attention to detail is essential.
• Have strong interpersonal skills to work across teams.
• Commitment to Next50’s mission and core values of equity, inclusion, and diversity.
• Personal qualities of humility, integrity, accountability, eagerness to learn and a sense of humor.

Requirements
• Must be able to work in office 2 days a week in Denver, Colorado. May also need to be available to come in other days depending on various meetings/events.
• No relocation package is offered for this position.
• No out of state candidates will be considered. Next50 is a registered business only in the state of Colorado.

Salary and Benefits:

The salary range is $85,000 - $100,000 depending on experience. Next50 provides a comprehensive benefits package including medical, dental, and vision insurance. We cover 85% of the health insurance premium cost for eligible employees and 70% of the cost for dependents. In addition, Next50 offers employer-paid life and disability insurance, an employee assistance program and a discount on pet insurance. Our employer-matched 403b retirement plan includes a 3% safe harbor contribution for all employees as well as a 3% matching contribution, both immediately vesting at 100%. We also place a high priority on work/life balance and encourage time away from work by offering 11 paid holidays per year and our offices are closed between Christmas and New Years. In addition, we have a generous paid time off policy with the ability to accrue 30 days per year as a new hire.

If you are interested in applying for this position, please submit your cover letter and resume (both required to be considered) to: careers@next50foundation.org by March 15th, 2024.