

Colorado Veterinary Medical Foundation

Position Description for Manager of Finance

Objective

The Colorado Veterinary Medical Foundation (CVMF) is looking for a full-time manager of finance. CVMF, a nonprofit organization supporting education, scholarship, and service programs that improve animal health and welfare in Colorado, is housed at the HCA – Harrison Center for Animals, which brings together the Colorado Veterinary Medical Association (CVMA) and the Denver Area Veterinary Medical Society (DAVMS), and Harrison Memorial Animal Hospital (HMAH), a program of CVMF. This position serves the two professional veterinary associations and their members, and CVMF and its programs. The manager of finance helps support the missions of the organizations through financial processing and record keeping. This position reports to the director of finance.

Duties and Responsibilities

- Manages and administrates all accounts payable for CVMA, DAVMS, and CVMF.
- Creates, analyzes, and inputs annual budgets for CVMA, DAVMS, and CVMF.
- Processes HMAH daily sales and CVMF donations.
- Manages HMAH customer accounts receivables.
- Manages processing of revenue and coding integrity for CVMA, DAVMS and CVMF.
- Manages all online payment transactions.
- Manages CVMA and DAVMS publication receivables from advertisements.
- Files 1099 Misc Income forms, Sales and Use Tax, and assists with annual 990 and 990T.
- Assists director of finance in preparing for audits and financial reviews.
- Orders all office supplies for CVMA, DAVMS, and CVMF.
- Manages accounting errors and refunds in veterinary practice management software.
- Processes monthly printer and depreciation reports.
- Performs a variety of financial assignments and projects, and recommends improvements in business processes and assigned projects.
- Assists director of finance with all EOM and EOY reports.
- Reconciles bank statements as needed.

While this is intended to be an accurate reflection of the job requirements and responsibilities, management reserves the right to modify, add or remove duties and to assign other duties as necessary.

Qualifications

- Bachelor's degree in accounting or similar field, or equivalent experience. Association and/or nonprofit work experience preferred.
- Strong understanding of general accounting concepts and principles, including budgeting experience.
- Excellent computer skills (Microsoft Office), including proficiency in QuickBooks and advanced Excel skills. Experience processing online transactions preferred.
- Ability to organize and prioritize tasks and meet deadlines.
- Ability to handle multiple projects simultaneously, while working in a fast-paced, high-output environment.
- Exceptional skills in oral and written communication, interpersonal relations, and critical thinking.
- Positive attitude and team player; ability to display enthusiasm, competence and professionalism.
- Some local travel required.

To Apply

Please email your cover letter, including salary requirements, and resume to:
Suzanne Crest, Manager of Human Resources, Colorado Veterinary Medical Foundation
HumanResources@cvmf.org

Please reference the manager of finance position in the subject of your email.

Please note we are unable to provide relocation assistance or interview travel costs.
CVMF is an equal opportunity employer.