



# Senior Director of Finance/Controller JOB DESCRIPTION

## BACKGROUND

[Denver Urban Gardens](#) (DUG) is a 501(c)(3) nonprofit organization nationally recognized as a leader in creating sustainable community gardens and advancing equitable food access. Founded in 1985, DUG supports neighborhoods in establishing food-producing community gardens and has expanded into training programs, school partnerships and food sovereignty initiatives.

DUG's **mission** is to provide the access, skills and resources for people to grow healthy food in community and regenerate urban green spaces.

Our **vision** is a sustainable urban future where people are deeply and directly connected to the earth, each other, and the food they eat.

Our **values are to:** Earn TRUST | Demonstrate INTEGRITY | Embrace EQUITY | Build COMMUNITY | Inspire CURIOSITY

DUG seeks a **full-time Senior Director of Finance/Controller** who is passionate about building strong financial and operational systems in support of community impact through food forests, gardening, sustainability, food justice, and climate action.

## ESSENTIAL JOB DUTIES

This position reports to the Executive Director and is a part of the Senior Leadership Team.

- **Finance + Accounting**
  - Provide oversight of all financial policies, procedures, and full-cycle accounting functions.
  - Maintain accurate and compliant financial records, reports, and documentation.
  - Oversee cash management in collaboration with the Executive Director.
  - Maintain and update the Chart of Accounts as needed.
  - Lead monthly close, bank and credit card reconciliation, and release of restricted funds.
  - Perform and oversee accounts payable and accounts receivable using QuickBooks Online.
- **Reports + Audits**
  - Prepare monthly financial reports for the Executive Director and Board Finance Committee; prepare quarterly reports for the full Board of Directors.

- Coordinate and attend Board Finance Committee meetings with the Board Treasurer.
  - Track and manage financial compliance for grants, including:
    - 10-15 private grants
    - 3-5 state grants
    - 1-2 federal grants
  - Provide financial documentation and reports for grant applications, reimbursement requests, and close-out reporting.
  - Support the Development Team with financials, ACH documents, and banking verification as needed.
  - Lead the annual audit with external CPA firm and oversee preparation and filing of the annual IRS Form 990.
  - Manage annual 1099 filings, workers' compensation audits, insurance renewals (in partnerships with Senior Director of Operations), and property tax exemptions.
- **Community Garden Financials**
  - Manage financial oversight for 160-180 community gardens financials using QuickBooks Online, including:
    - Supporting Garden Leaders with financial management
    - Providing fiscal agency oversight for grant-funded projects
- **Administration + Operations**
  - Process bi-weekly payroll and administer the Simple IRA plan, including posting contributions and ensuring full compliance with employment laws and policies.
  - Oversee procurement and administration of accounting, credit card, and reimbursement software.
  - Support annual budgeting and forecasting with the Executive Director and Program Directors.
  - Provide regular budget-to-actual reviews with Program Directors.
  - Serve as primary banking liaison, managing:
    - Signatory authority
    - Line of credit
    - Fraud alerts
    - Wire transfers as needed
  - Maintain financial systems and internal controls that support strong program implementation.

## **REQUIRED SKILLS, EXPERIENCES + QUALIFICATIONS**

- Minimum of 8 years nonprofit fund accounting or full-charge bookkeeping experience
- Demonstrated proficiency in:
  - Full-cycle accounting
  - Monthly closings
  - Financial statement preparation
- High-level proficiency with QuickBooks Online and Google Workspace
- Exceptional attention to detail and strong organizational skills
- Ability to manage multiple projects with accuracy and discretion

- Strong communication skills and collaborative leadership style

### **PREFERRED SKILLS**

- Familiarity with:
  - Salesforce
  - Tallie
  - Bill.com
  - Gusto
  - Slack

### **COMPENSATION + BENEFITS**

The salary range for this position is \$90,000-\$120,000, depending on experience and qualifications. This is a full-time, exempt, fully benefited position based on experience and skill set. Benefits include a flexible work schedule, RTD EcoPass, mileage reimbursement, paid holidays, a 'trusted time off' policy, as well as a generous employer-sponsored health/dental insurance plans and retirement plan matching.

DUG offers professional learning opportunities in horticulture, urban agriculture, food access, health & wellness, climate action, community garden building & education, community garden establishment, and support for school gardens. There is potential for opportunities for advancement within Denver Urban Gardens as our programming expands.

**DEPARTMENT:** Operations

### **TO APPLY**

Please send your cover letter and resume to [jobs@dug.org](mailto:jobs@dug.org) with 'Senior Director of Finance/Controller' in the subject line by January 9th.

### **EQUITY STATEMENT**

DUG centers equity as one of its organizational values and we value diversity — in backgrounds and in experiences. We believe food is a universal right, and we need people from all backgrounds and swaths of life to help build the future of our food system.

We are an Equal Opportunity Employer and our staff are people with different strengths, experiences and backgrounds, who share a passion for improving people's lives. Diversity not only includes race and gender identity, but also age, disability status, veteran status, sexual orientation, religion and many other parts of one's identity. All of our employee's points of view are key to our success, and inclusion is everyone's responsibility.

Thank you for your interest in our organization and community.