



## **Position Description – Finance and HR Director**

Early Childhood Options (ECO), a community based, non-profit organization providing early childhood services coordination in Summit County, Colorado is seeking a **Finance and HR Director** to oversee day-to-day financial and administrative operations. This position is responsible for managing all accounting and banking functions for the organization. The Finance and HR Director works closely with the Executive Director and Management Team to generate and track budgets both for internal purposes and outside funders. In addition, the Finance and HR Director performs administrative duties, including human resource management and other duties as assigned.

This is a full-time position in Dillon, Colorado. The Finance and HR Director reports directly to the Executive Director and is a member of the ECO Management Team.

### **Responsibilities include but are not limited to:**

- Manage the overall accounting and bookkeeping for the organization including accounts payable and receivable, inventory of assets and banking.
- Submit payroll to contracted payroll service and reconcile all payroll data in agency accounting software.
- Coordinate staff benefit package enrollment and execution.
- Recruit, onboard, and assist supervisors with evaluating all staff members.
- Work closely with Executive Director and Management Team to manage revenue and expenses for all program accounts:
  - Creating and monitoring all grant budgets and grant related financial information
  - Processing and tracking all grant expenditures; tracking use of restricted funds; producing revenue reports
- Interface with CPA firm to coordinate annual financial audits and oversee all 990 reports.
- Compile and submit monthly reimbursement invoices for county and state funding in accordance with yearly contracts.
- Facilitate the annual budget process.
- Develop and implement financial policies and procedures
- Provide monthly financial reporting and analysis of financial statements, including statements of activities, fund balance, and sources/uses of funds, to the Executive Director and, as requested, to the Board of Directors.
- Provide administrative assistance, including oversight of vendors and contracts, and establishing and managing vendor accounts and relationships
- Manage and produce reports for the public and Board
- Assist the Executive Director as needed

**Skills and Qualifications:**

- A flexible, creative, entrepreneurial spirit and a demonstrated passion for the mission, vision and values of Early Childhood Options
- Exceptional written and oral communication skills
- Excellent interpersonal and networking skills
- Strong analytical and organizational skills
- Proficiency in QuickBooks Online, MS Office and other data platforms
- Experience working with diverse constituents, teams and colleagues
- Ability to work independently and as part of a team
- Ability to employ flexibility and creativity in the face of ambiguity and challenge
- Able to take ownership and drive activities to completion
- Ability to thrive in a fast paced, ever-changing environment.
- Proven organizational and project management skills
- Bachelor's degree in business, accounting or administrative related field preferred

**Work Environment:** This is a full-time position (40 hours per week), typically housed at Early Childhood Options in Dillon, Colorado. Some working from home may be an option, depending on the circumstances. Essential duties are routinely performed in a general office environment and require the use of computers, fax machines, copiers, and other business machines and equipment.

**Salary and Benefits:** This is a full-time, year-round exempt position. Salary range is between \$83,000 and \$93,000 annually, dependent on education and experience. Benefits include health, dental, vision and PTO. All permanent employment with Early Childhood Options is dependent on the results of background checks.

**To apply:** Qualified candidates should submit a letter of interest outlining relevant experience and a resume to [catherine@earlychildhoodoptions.org](mailto:catherine@earlychildhoodoptions.org). Please include "Finance and HR Director" in the subject line. Candidates invited for an interview will be required to provide three (3) references, including one current professional reference. Applications will only be accepted via email.

Deadline to apply by February 13<sup>th</sup>, 2026

For additional information contact Catherine Schaaf, Executive Director, Early Childhood Options, at 970-406-3067, [catherine@earlychildhoodoptions.org](mailto:catherine@earlychildhoodoptions.org)

*ECO is an equal opportunity employer, hiring and promoting staff, recruiting volunteers, and providing services to individuals without regard to race, creed, ethnicity, gender, gender expression, sexual orientation, marital status, military status, national origin, age, weight, height or physical ability.*

[www.earlychildhoodoptions.org](http://www.earlychildhoodoptions.org)