

Job Description: Pedaling Minds Part-Time Director of Finance

Are you driven to help small organizations do good work, enthusiastic about financials, very organized, and motivated to help us ensure families in all communities can ride bikes? If this speaks to you, please consider this part-time opportunity!

Pedaling Minds

Pedaling Minds is a 501(c)3 non-profit organization founded by Olympian Mike Friedman. Our mission is to help every person have fun riding a bicycle with control and confidence. Established in 2017, thus far Pedaling Minds has helped over 1,500 children ride bikes. We believe riding bikes is a powerful and positive influence in anybody's life. From individual confidence to special family memories, riding changes lives for the better. Yet many people don't know how to ride a bike, or they struggle to learn and never really attain the confidence needed to make riding a lifelong practice. We specialize in helping riders overcome these problems. And we are excited to be in a growth and expansion phase!

Pedaling Minds has big plans. In the next few years, we hope to centralize our operations into a permanent location, create a series of satellite training locations, establish a digital platform for lessons, and create a training program for aspiring coaches. All our activities are focused on elevating our core competency: building confidence and the skill set to enable a lifetime of riding.

We are currently looking for a part-time Director of Finance. This individual will work with our executive committee and in particular our Director of Operations to manage the day-to-day operations successfully. We are interested in individuals with local non-profit experience and who have a demonstrated record of successfully running financial operations and working with small and expanding teams. Additionally, our Director of Finance will familiarize themselves with our existing financial procedures and ensure that the organization remains compliant with state and federal laws related to finances and taxes. Our organization is at a pivotal point; we are scaling from operating with 2-4 persons to an organization with 6 staffed departments, we are diversifying funding sources, and we are ready to execute a growth plan that

includes new budgeting procedures. The Director of Finance will directly oversee our a) daily financial business such as payroll and paying bills, and d) budgeting efforts including grants and donations. There are many chances for this role to develop a strong Finance Department.

Position

Our Director of Finance must be an independent, organized, proactive, and motivated individual. While the hours are flexible, we expect all applicants to be available during the week for a set virtual meeting/s.

Specific responsibilities include:

- Overseeing daily business activities, such as payroll, paying contractors, issuing 990s
- Making sure the organization remains compliant with federal and state financial laws, managing tax-exempt status
- Tracking different streams of revenues, such as WooCommerce, grants, donations
- Developing and tracking budgets related to grants in collaboration with the Development Dept.
- Developing financial reports for the executive team and board members to support decision-making
- Work with the Dept. Directors, specifically Operations, for budget creation
- Tracking budgets and updating the Director of Operations monthly
- Ensuring appropriate support regarding finances for all departments
- Billing/invoicing for partners, such as PLAY Foundation
- Budget for free activities for underserved communities
- Overseeing and reporting on the organization to the advisory board

Requirements

- A bachelor's degree in finance or accounting (or equivalent) degree demonstrating expertise in financial process, reporting & compliance.
- Demonstrated experience with developing (non-profit) finance policies and procedures, developing and tracking budgets
- Demonstrated success managing small and expanding teams
- Ability to be autonomous, supportive, and maintain a growth mindset

- Positive attitude
- Be a fast and enthusiastic learner
- Be reliable and take initiative
- Comfortable with various digital platforms for group meetings
- Able to communicate clearly and effectively with a variety of audiences

Additional skills we are interested in, but which are not required:

- Enjoy riding a bicycle
- Experience using multiple online tools, such as Quickbooks, Google Drive, Trello, Google Meet, and Woocommerce.

Work dates and locations

The work can be performed remotely; however, applicants will need to attend in-person meetings with the executive team on a quarterly basis in and around the Boulder/Denver and Front Range area. This is a part-time job with a starting load of 15 h/week. Hours are expected to grow over time. The specific work times are flexible but participation in team meetings during the work week (M-F, 9AM-5PM) is expected.

Pay and Employee status \$1,500/monthly starting rate, as a W-2 employee (no paid time off and no benefits, at this moment)

Interested?

If you are interested in the position, please submit a CV or resume and a brief letter about why this job is interesting and why you would be a good fit for the position. Please send these items to Noemi@pedalingminds.org. For more information, please visit the Pedaling Minds website at <https://www.pedalingminds.org>