



Job Opening: *Bookkeeping & Compliance Manager*

Employment Type: Part-time, 1099 Independent Contractor

Location: Part-time, based in ZIP code 81055

Company: Panadero Ski Corporation, non-profit operators of Cuchara Mountain Park.

Job Description: Panadero Ski Corporation, non-profit operators of a beloved local ski area and year-round public park, nestled in the stunning landscape of southern Colorado, is seeking a skilled and dedicated bookkeeper and compliance manager. This role is vital to managing the financial operations of our year-round non-profit business, ensuring that the Huerfano County-owned Cuchara Mountain Park runs smoothly and meets all financial reporting deadlines. The ideal candidate will not only have expertise in bookkeeping but also possess a deep understanding of the unique financial challenges faced by ski resorts, including seasonal budgeting, capital improvements, and non-profit financial management. Experience administering grant funds is a must.

Key Responsibilities:

Maintain accurate and up-to-date financial records, including accounts payable, receivable, payroll, and general ledger entries.

Oversee and track seasonal budgets, ensuring both operational and capital expenditures are carefully managed. Monitor cash flow, keeping in mind the significant variations between peak ski season and off-season operations.

Collaborate closely with the operations team to anticipate and plan for seasonal hiring needs and associated expenses. Administer local, state, and federal grant funds, ensuring full compliance with all reporting and regulatory requirements.

Prepare regular financial reports for review by management and board members. Ensure compliance with all local, state, and federal regulations relevant to ski resort operations and year-round public parks. Assist with annual audits and tax preparation to ensure all financials are in order.

Requirements:

Residency in ZIP code 81055 is required, with a strong preference for candidates already living in the area.

Proven experience as a bookkeeper, ideally with experience in a ski resort, seasonal business, or similar industry.

Strong familiarity with the financial nuances of operating a ski resort, including managing seasonal revenue fluctuations and budgeting for long-term capital projects.

Proficiency with accounting software such as QuickBooks or similar platforms.

Strong attention to detail and organizational skills, ensuring that all records are kept accurate and compliant.

Prior experience working for a non-profit organization.

Demonstrated experience administering and managing grant funds.

Ability to work both independently and as part of a close-knit management team.

Preferred Qualifications:

Experience managing payroll for a seasonal workforce.

Knowledge of ski resort operations, with the ability to anticipate financial and operational needs during high and low seasons.

Compensation:

Competitive salary based on experience, along with benefits.

Compensation and Benefits: \$2500 per month. Season Pass.

Why Join Us?

By joining Panadero Ski Corporation, you will be part of a passionate effort to revitalize a beloved local ski area and enhance the region's year-round recreational offerings. Your work will directly impact the community, engage youth with the outdoors, and help create a lasting legacy of outdoor recreation, education, and environmental stewardship in Huerfano County.

How to Apply:

Please submit your resume and a cover letter detailing your fundraising experience and connection to our mission at Panadero Ski Corporation, to Jon@Cucharamountainpark.org