



Position Title: Finance Manager  
Supervisor: Executive Director

Job Type: Part-time with seasonal variability; Increased hours during race week  
Benefits: Flexible schedule with paid time off  
Salary: \$25-35/hour, \$12,500-\$21,000 Annually depending on qualifications

#### About Us:

Pikes Peak Marathon, Inc. is dedicated to promoting and executing high-quality race events for runners from around the world. Our mission is to provide exceptional races in outstanding venues that promote physical fitness, gives back to the communities and environment in which they occur, as well as allowing runners to test their physical limits through competition. Our vision is to challenge our participants with exceptional running experiences in the Pikes Peak region.

#### Position Overview:

We are seeking a dedicated part-time Finance Manager to join our team and support the Executive Director in managing the organization's finances. This role will be critical in ensuring our financial practices are sound, efficient, and compliant with all regulations.

#### Key Responsibilities:

- Partner with the Executive Director to support overall finance management.
- Oversee day-to-day financial operations, including payments, invoice tracking, and managing organizational expenses, bank deposits, and online transactions.
- Maintain accurate bookkeeping, including categorizing transactions, reconciling accounts, and preparing financial reports as required.
- Review and ensure timely submission of all monthly, quarterly, and annual tax documents, including federal and state tax deposits and tax reports.
- Manage sales tax licenses, including the preparation and submission of quarterly and special event sales tax deposits.
- Handle all end-of-year tax documents and filings, including W2s and 1096/1099 forms for contractors, vendors, and runners.
- Gather and prepare all necessary end-of-year tax information for accountants for the annual Form 990 filing.
- Collect and maintain W9 and W4 information on contractors and employees.
- Oversee the financial aspects of sponsorship and vendor contracts and agreements.
- Review reimbursement requests and monthly expense reports in collaboration with the Executive Director.
- Conduct quarterly bookkeeping reviews with the Treasurer, accountants, and Executive Director.
- Collaboration with Event and Merchandise leads to complete financial tasks during event weekends.
- Ensure the implementation of sound financial practices, maintaining accurate records and compliance with all regulations and reporting requirements.

Additional Event Support:

- Support the PPM team and Race Directors in operational set up, execution and tear down of events as needed.

Qualifications:

- Proven experience in financial management, bookkeeping, and tax preparation.
- Proficiency in budgeting, forecasting, and financial analysis.
- Strong attention to detail and accuracy in financial reporting.
- Excellent organizational and multitasking skills.
- Proficiency in accounting software and Microsoft Office Suite and Google Workspace.
- Strong communication and interpersonal skills.
- Degree in finance, accounting or related field helpful.

Application Process:

Interested candidates should submit their resume and letter of interest highlighting relevant experience to [info@pikespeakmarathon.org](mailto:info@pikespeakmarathon.org). Applications will be accepted until January 19, 2025.