

Job Description

Position: Accountant
Classification: Non - Exempt
Reports to: Chief Financial Officer
Location: Denver, CO
Starting Salary: \$49,489

Position Summary: Responsible for general accounting functions including Accounts Payable, Accounts Receivable, account reconciliations, general ledger entry, bank deposits, company credit card reconciliation, payroll entries and general staff accounting duties. Responsibilities include support of all fiscal management and record keeping requirements. This is a non-supervisory position.

Essential Job Functions:

- Manages the accounts payable process for the statewide organization including entering and posting transactions into the accounting system and processing vendor payments on a timely basis. Communicates with regional offices to ensure that all invoices are received and processed timely.
- Prepares and enters approved adjusting journal entries, as needed.
- Receives and deposits cash and checks and reconciles donor cash receipts with the organization's donor database, in partnership with Development staff.
- Assists the CFO and accounting staff with general accounting responsibilities including entering and posting approved month-end and periodic journal entries.
- Assists the CFO with the preparation for the annual external audit.
- In partnership with the CFO, helps to coordinate the development of the annual budget as needed.
- Assists with implementation and maintenance of accounting system software.
- Assists with document/file maintenance, retention and disposal, per the auditor approved document retention schedule.
- Processes accounting transactions and prepares financial statements for fiscal projects and grant funders.
- Perform other accounting/operations duties and other general duties as assigned to support the mission of the organization.

Qualifications:

Solid experience coordinating accounting activities including, accounts payable and receivable, general ledger, payroll, government grants and indirect expense allocations. Experience working in a non-profit organization is highly desired. Experience with HIV/AIDS preferred.

Education:

Bachelor Degree or five or more years' experience with accounts receivable, accounts payable and general ledger operations.

Software Utilized:

Experience working with basic office and database computer programs, including familiarity with Microsoft Outlook, Word, Excel, Access, SAGE 100, and the internet. Experience with fundraising, contact management or other database software preferred.

Knowledge, Skill and Ability:

Meticulous attention to detail and a capacity to multi-task. Self-starter who thrives in a fast-paced, high-pressure environment. Excellent time management and organizational skills. Excellent communication, client relations and

management skills. This position requires personal and professional accountability; self-management and initiative; dedication to quality improvement, professional integrity and research ethics and cultural competency. Must demonstrate effectiveness in the following areas: task management; teamwork; time management; and communication with teams, managers, clients, and company consultants. Willingness and ability to work well with diverse populations, including persons living with HIV, the LGBTQ+ community, persons of various ethnic backgrounds, disenfranchised communities.

Material and Equipment Directly Used:

Works with standard office equipment including computer work station, printers, copiers, scanners and fax machine. Works with word processing software, spreadsheet applications, and presentation software. Communicates with clients and vendors using the telephone, e-mail, the Internet, and fax.

Physical Demands and Work Conditions:

Works in an office environment. May travel to offsite locations. Must have and maintain a valid Colorado driver's license and auto insurance. Requires ability to lift up to 25 pounds of materials. Requires clear speaking ability and the ability to use a telephone for extended periods. Requires ability to view a computer screen (near acuity). Requires fingering agility for keyboarding and using a telephone and other office equipment.

As employees of a charitable organization, CHN staff share the responsibility of serving as ambassadors for the organization in the community. This can be achieved by fostering the development of relationships with potential constituents & donors and by participating in CHN events/activities in a way that is meaningful to each employee.

General Benefits Description:

We offer full-time employees a comprehensive benefits plan that includes: Health Insurance, Dental Insurance, Vision Insurance, 403(b), Legal Shield, FSA, Life Insurance, EAP, Long-Term and Short-Term Disability.

How to Apply

Please email a cover letter and resume (subject line must be "Accountant") to the Human Resources department at HR@coloradohealthnetwork.org.

All offers of employment are subject to the completion of a criminal background check.

Colorado Health Network is an Equal Opportunity Employer (EOE).

Application deadline: OPEN UNTIL FILLED