



**Seeking a Full-Time, Exempt Accounting Associate II  
for Nationally Recognized Non-Profit Creating an Equitable Community**

Do you believe, regardless of economic, social class, or race, life for all can and should be filled with equitable opportunities? Do you believe it takes a community to make change? Then we want you to be our Accounting Associate II to serve as a key member of the Finance department. You will create and produce monthly reconciliations and reports to meet the needs of the organization and the Board of Directors. This position will also play a key role in assisting with the monthly financial closing process, financial monitoring, and budgeting. This position will report to the Director of Finance and is located in the Boulder office with some flexibility to work from home.

**Primary Responsibilities:**

- Responsible for closing the monthly financials through preparation of monthly account reconciliations, compiling monthly financial statements, maintaining trust fund schedules on a monthly basis, reconciling bank accounts, preparing and entering journal entries and generating reports for various departments and the Board of Directors.
- Monitors trust fund investments, creates and supports grant reporting as needed, monitors and analyzes program budgets vs actuals on a monthly basis and generates monthly P&L and balance sheet reports.
- Maintains and works with the Finance Director and department heads to monitor and maintain budgets.
- Works with various departments to create and maintain a chart of accounts for new grants, projects and events.
- Partners with the College and Career department to provide, track and create processes for scholarship reporting and projections; prepare reports for various grants.
- Works with the Development Department to ensure accuracy of all donations and sponsors.
- Communicates and works well with all departments and helps analyze expenditure and revenue data for various departments.
- Works with the Grants Manager and program staff to ensure accuracy and completeness of financial reporting.
- Recommend and implement Quickbooks improvements and other automated updates to our accounting processes.

**QUALIFICATIONS:**

**Education**

- Bachelor degree in Accounting, Finance, or related area. Year for year substitution may suffice. Certification, training or experience in finance may substitute

**Experience**

- One to three years of accounting or finance experience in similar position
- Experience with a nonprofit, education, or foundations
- Experience with Quickbooks online is highly desired

**Knowledge, Skills and Abilities**

- Understanding of GAAP for nonprofit organizations is highly desired
- Proficiency with Quickbooks online, Google Sheets, Google Suite, Microsoft Excel and Word
- Strong attention to detail, organizational skills and the ability to meet deadlines
- Collaborative, communicative and respectful to others

**PHYSICAL AND COGNITIVE REQUIREMENTS NECESSARY TO PERFORM THIS JOB:**

Strong problem-solving, analytical, and cognitive skills. Position is primarily sedentary, but must be able to stand, walk, talk, read, and communicate effectively.

**COMPENSATION:**

- Salary Range: \$46,097-54,180, depending on qualifications
- Competitive benefits (Health insurance, disability benefits, retirement, vacation, sick time, holidays)

*An Equal Opportunity Employer, committed to diversity*