



## **Accountant**

Immediate Supervisor: Director of Finance and Operations  
FLSA Status: Full time, non-exempt  
Date Updated: October 2022

### **Organizational Summary**

The Community Foundation of Northern Colorado serves as a trusted steward and service provider to philanthropists and nonprofit organizations. The Foundation is dedicated to creating transformational community impact by inspiring philanthropy and engaging the region. We do this by serving as a grant maker, thought leader, neutral convener, and catalyst for strategic community initiatives.

### **Position Summary**

Reporting to the Director of Finance and Operations, the *Accountant* oversees the cyclical accounting functions, ensuring activities are carried out according to policies, goals and objectives established by the Board of Trustees. In addition, the accountant provides staff support to the Board's Finance Committee. This position effectively works with both internal and external stakeholders and collaborates with team members to further the Foundation's mission. The accountant works as part of the entire staff to advance the Community Foundation's key organizational strategies and priorities.

### **Principal Duties and Responsibilities**

#### **Accounting and Reporting**

- Oversees general ledger activity and ensures a timely and accurate close to the monthly books, including reconciliations for all investments and bank accounts.
- Processes weekly accounts payable and makes certain the Foundation is meeting financial obligations in a timely manner and staying within budget.
- Oversees weekly gift processing and receipting.
- Ensures appropriate levels of cash on hand for operations.
- Assists with tracking and analysis of monthly expenditures and staff expense reports.
- Serves as a financial reporting resource to internal and external stakeholders.
- Processes timely and accurate preparation of payroll with Director of Finance. Works with Operations Officer on human resource areas that overlap with payroll and finance.

#### **Investments**

- Prepares monthly investment reconciliation of pooled and individual accounts.
- Assists Director of Finance with Finance Committee activity including recording of minutes.
- Maintains positive relationships with investment and banking contacts and collaborate with them as necessary on investment accounts.

### **Required Qualifications**

- Minimum of two years of progressive accounting experience. Fund accounting and foundation experience preferred.

- Understanding of the various types of charitable funds and their associated tax benefits preferred.
- Experience preparing dashboards and financial reports.
- Previous experience using Blackbaud is a plus.
- Advanced technological aptitude; high-level competency with Microsoft Office, especially Excel.
- Exceptional attention to detail and strong time management/organizational skills.
- Ability to analyze and think critically; ability to manage multiple projects and competing priorities.
- Ability to work in a fast-paced, team-oriented environment.

### **Personal Characteristics**

- Be committed to serve the community and the mission of the Foundation.
- Embrace the Foundation's values, which emphasize servant leadership, positivity, trust, and confidentiality.
- Have the ability to build and sustain trust-based relationships with internal and external stakeholders.
- Possess a professional image, be upbeat, positive, and enthusiastic.
- Display good judgment and decision-making skills; think independently and creatively.
- Be creative and entrepreneurial, with a willingness to embrace new approaches.
- Be a self-starter who is intrinsically motivated.
- Demonstrate unwavering integrity and an extraordinary commitment to confidentiality.

### **Compensation and Benefits**

- Salary range for this position is \$26/hr. to \$32/hr.