



JOB DESCRIPTION

Position:	Staff Accountant
Reports to:	Assistant Controller/Business Manager
Job Summary:	Performs staff accountant duties, including accounts payable and receivable
Job Classification:	Full-time (40 hours per week), non-exempt
Hourly Rate:	\$28.00 - \$31.00 (Dependent on experience)

ABOUT THE FOUNDATION

Founded in 1937 with a mission to enhance, encourage and promote the current and future well-being of the people of Colorado, El Pomar Foundation is one of the largest private foundations in the state, contributing over \$25M annually in grants and programs to support Colorado nonprofits. Our story [can be found here](#). Employees at El Pomar are part of a culture that seeks to help people live better lives and empower communities and individuals to make meaningful collective impact. We are committed to our values of respect, integrity, teamwork and excellence, and work hard every day to lift each other up and make a difference in the lives of our grantees, their communities and the sector as a whole. Much is expected of our staff in pursuit of this mission, and much is received in return.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Accounts Payable

- Handle all aspects of the accounts payable process to ensure timely and accurate payments. Duties include: processing invoices and payments, verifying authorization and coding, maintaining electronic document storage, resolving billing inquiries and discrepancies, maintaining regional newspaper database, resolving stale-dated checks to vendors, requesting new vendor W-9s, keeping Certificates of Insurance up to date, and preparing 1099s.

Accounting Office Duties

- Open and sort incoming mail for delivery to Finance Department.
- Manage and maintain Finance Department documents in the eFile Cabinet system, including storage, quality control and retrieval in compliance with retention policies.

Accounts Receivable

- Handle all aspects of the accounts receivable process. Duties include: monthly and annual invoicing, desktop deposits, following up on outstanding balances, and resolution of billing and payment inquiries.

Accounting/General Ledger

- Contribute to and maintain accounting policies and procedures in accordance with best practices.
- Assist with the evaluation and implementation of accounting systems and process improvements.
- Assist with month-end and year-end close process by preparing standard journal entries, performing account analysis and researching unusual variances to ensure timely financial reporting.
- Assist in paying and reconciling the Foundation's grants.
- Prepare correspondence, check vouchers and checks for employees' PTO donations and resolve related inquiries.
- Assist in the preparation of the annual budget and with annual audit requests.
- Complete special accounting projects and analysis, as required.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of general office practice
- Proficiency in Microsoft Office, emphasis on Excel and Word, with an understanding of database management
- Ability to learn to work with additional software such as CYMA, grant software and eFile Cabinet
- Able to work independently and as a member of a team
- Strong written and verbal communications skills
- Ability to deal effectively with all levels of internal staff and vendors

QUALIFICATIONS AND PHYSICAL DEMANDS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. A successful candidate must be able to work in a fast-paced environment with exceptional attention to detail and time management skills. Demonstrated analytical, process improvement and problem-solving skills are required. Applicants should be honest, confident, personable and professional.

This position requires the ability to work in a professional courteous manner with the public and honor the Foundation's recognized values of respect, integrity, teamwork and excellence.

The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee will be regularly required to sit at a desk for as many as eight hours a day.

A successful candidate **must** have an associate's degree in accounting and one (1) year of office procedures and accounting experience. A bachelor's degree in accounting with two (2) or more years of office procedures and accounting experience is preferred. Must be able to travel within the state of Colorado. Hiring is subject to employment pre-screening (background check).

REMOTE WORKING:

This position/work is located in Colorado Springs, Colorado.

Job is eligible for up to two (2) days of remote working per week, upon supervisor approval.

BENEFITS:

Paid Time Off

- Offer vacation, health and wellness, and floater days
- Options to roll-over and year-end cash-out
- 10 days vacation, 10 days health and wellness and 2 floater holidays per year (vacation time increases with years of service)
- 11 holidays per year
- Paid FMLA (must meet FMLA requirements to qualify)

403(b)

- Employees may contribute pre-tax earnings immediately upon employment
- After one year of employment, 100% match by Foundation on up to 6% of employee deferral

Medical, Dental, Vision and Accident Insurance

- Direct primary care provided by Peak Med at no cost to employee (must carry Foundation's medical insurance plan). No co-pays for office visits and access 24/7.
- Foundation pays 95% of medical, dental and vision premium for employee and their dependent(s)
- Foundation pays 100% of cost for AFLAC and Identity Theft Protection

Flexible Spending Account (FSA)

- Pre-tax dollars from your paycheck to get reimbursed for medical and dental expenses or child care funds
- Up to \$3,050 for medical and dental and up to \$5,000 for dependent care per year
- \$610 roll-over permitted

Childcare Benefit

- After 6 months of service, eligible for daycare assistance for employee's dependent child or children under the age of 5 and living with the employee. Reimbursed for 30% of the daycare fee paid to a qualified, licensed daycare provider with a maximum monthly benefit of \$500.

Continued Education/Tuition Reimbursement

- The Foundation places great value in the skills and abilities of our employees. To maintain and improve those skills, we offer educational benefits for memberships in employment related professional societies or associations, and to attend employment related local, regional or national trainings, seminars and meetings.
- Full-time employees with at least 1 year of service may be reimbursed for undergraduate or graduate academic course work that maintains or improves job related skills or are in the Foundation's areas of interest. The Foundation will reimburse 100% of tuition at public universities or 50% of tuition at private universities for up to 6 academic hours per semester. The employee must maintain a B or higher grade to receive the reimbursement. Also, the Foundation will reimburse the employee up to \$500 per semester for books, supplies, and/or parking pass. This reimbursement may be considered a taxable event to the employee.
- The Foundation provides up to \$2,000 a year for employees to participate in a pre-approved certificate program that may or may not be job related.

Other Insurance

- 100% employer paid Basic Life and AD&D Insurance
- 100% employer paid Long Term Disability Insurance

Other Benefits

- 100% employer paid AAA membership

HOW TO APPLY:

Please send your resume to Nicole Magic at nmagic@elpomar.org. Resumes will be accepted up to **5:00pm on March 21, 2023**.