



The Women's Foundation of Colorado Accountant Job Description

About The Women's Foundation of Colorado

The Women's Foundation of Colorado (WFCO) is the only statewide community-funded foundation protecting the progress and advancing gender, racial, and economic equity for all Colorado women. We leverage community investments and every tool we have to dismantle systemic barriers, close equity gaps, and build a more prosperous state for women and their families. We expressly commit to those facing the steepest barriers on the basis of their background and identity. Since our inception, we have granted more than \$30 million to nonprofit organizations across Colorado and helped to pass groundbreaking legislation for women, such as the Equal Pay for Equal Work Act, family medical leave insurance, and universal pre-k.

Position Overview

This full-time, exempt position reports to the Controller and plays a vital role on the Finance Team, providing critical support across the organization. The Accountant at The Women's Foundation of Colorado upholds the organization's financial integrity through accurate day-to-day accounting, monthly close activities, financial reporting, and administrative support. Key responsibilities include managing credit card reconciliations, benefits administration, time-off tracking, accounts payable, and grant disbursements—all with a focus on timeliness, accuracy, and strong documentation.

Essential Duties & Responsibilities

1. *Day-to-Day Operations* – Support routine financial transactions and maintain accurate, organized financial records.
2. *Month-End Close* – Assist with month-end close activities, including daily bank transaction reviews and monthly cash account reconciliations.
3. *Credit Card Program* – Leads the monthly credit card reconciliation process, ensuring timely collection of receipts and backup from staff. Co-lead the transition to automated software and train users.
4. *General Ledger* – Maintain the general ledger; conduct quarterly expense accounts reviews for accuracy and completeness.
5. *Benefits Administration* – Support administration of employee benefits, including health, dental, vision, and cafeteria plans. Monitor compliance, manage benefit changes, and support the annual open enrollment process. Ensure accurate billing and employee benefit records.
6. *Time Off Tracking & Reporting* – Maintain accurate records for PTO, sick leave, floating holidays, and other leave types. Reconcile leave balances monthly and provide reports to the Controller and staff.
7. *Audit & Compliance Support* – Assist in preparation for the annual financial audit and Form 990.
8. *Accounts Payable & Grants Processing* – Manage the inbox to ensure timely processing of invoices, reimbursements, and payments. Process grant payments and ensure documentation and approvals are complete. Collects and maintains W-9s and assists with year-end 1099 reporting.
9. *Impact Loans* – Supports the tracking, reconciliation, journal entries, and reporting on all impact loans.
10. *Internal Controls Policy & Procedures Manual* – Assists in the development, implementation, and documentation of accounting policies, standard operating procedures, and internal controls.
11. *Other* - Perform additional tasks as need to support the Finance Team's Operations.

Key Competencies & Qualifications

- Bachelor's degree in accounting, finance, or related field.
- Minimum of 3 - 5 years of relevant accounting experience, preferably in a nonprofit or foundation setting.
- Strong understanding of core accounting principles.
- Strong proficiency in Microsoft Excel.
- Proficiency with accounting software; experience with Blackbaud Financial Edge is a plus.
- Strong analytical, problem-solving, and time management skills.
- High attention to detail and accuracy.
- Excellent organizational and communication skills; maintains confidentiality.
- Ability to manage multiple projects and work independently.

Working Environment

- Hybrid schedule: In office Tuesdays, Wednesdays, and Thursdays.
- Located at the University of Denver campus.
- Occasional early mornings and evenings are required.

Compensation & benefits

- Starting salary range of \$70,000-\$80,000
- WFCO offers a comprehensive benefits package, including generous paid vacation and sick leave, medical, dental, and vision insurance, paid family leave, a retirement plan with employer match, long-term disability and life insurance (including AD&D), a parking permit, EcoPass, and access to flexible spending accounts.

Please direct all inquiries to Jennifer Kilpatrick, CFO at jenniferk@wfc.org.

Please submit cover letter and resume to jenniferk@wfc.org prior to deadline of July 28, 2025.

Please include **what compels you about the work of the Women's Foundation, and about this position specifically.** Reduced full-time schedules (30–35 hours/week) will be considered.

It is the policy of WFCO not to discriminate against employees, job applicants, board members, program participants, volunteers, or clients on the basis of sex, race, color, national or ethnic origin, religion, sexual orientation, gender identity, age, physical ability, military or veteran status, or any other characteristic protected under federal, state or local law. The WFCO is an EEO/AA employer. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.