



## The Women's Foundation of Colorado

### Accountant & Office Manager

#### Job Description

#### **About The Women's Foundation of Colorado**

The Women's Foundation of Colorado ("WFCO") is the only statewide community foundation dedicated to advancing gender, racial, and economic equity. Since 1987, we have catalyzed community to invest in women by investing in our work. Our policy and advocacy efforts impact all 2.85 million Colorado women and girls, and our grantmaking reaches women and girls in all 64 Colorado counties.

Reporting to and working alongside the Chief Financial Officer ("CFO"), the Accountant & Office Manager will be integral to the finance team. The Accountant & Office Manager performs daily accounting functions and assists the CFO with the monthly close, financial reporting, administration, and other tasks.

#### **Responsibilities**

##### ***Accounting***

- Assist with the coordination of the day-to-day operations for the Finance Team.
- Maintain general ledger and prepare monthly reconciliations of key general ledger accounts to ensure accuracy of balances.
- Assist in the month-end and year-end close processes.
- Perform the daily bank reconciliation and monthly reconciliations of cash accounts.
- Assist in the management of the company credit card program.
- Manage the accounts payable process, including grants, to ensure timely payment and vendor management.
- Develop and maintain a process of internal tracking and reporting on all impact investments.
- Assist in the development and implementation of a documented system of accounting policies, standard operating procedures (SOP's), and internal controls.
- Assist in maintaining and verifying the accuracy of the accounting software sub systems data.
- Support the annual financial audit activities and inquiries.

##### ***Office Manager***

- Provide support for staff and the CFO in managing and troubleshooting IT issues. Acting as a liaison with the outsourced IT Managed Service Provider.
- Coordinate activities related to the Chambers Center.
- Handle office administration functions including working with Denver University, maintaining common spaces, and ordering and maintaining office supplies and IT equipment.
- Assists with special projects with the CFO.

#### **OUR MISSION**

Catalyzing community to advance and accelerate economic opportunities for Colorado women and their families.

#### **WFCO.ORG**

The Chambers Center for the Advancement of Women  
1901 East Asbury Avenue • Denver, Colorado 80208  
303-285-2960

## **Qualifications**

- Bachelor's degree in accounting, finance, or related field.
- Minimum of 3 - 5 years accounting and finance experience.
- Fundamental knowledge of GAAP.
- Proficiency in Microsoft Office suite and accounting software, Blackbaud Financial Edge preferred.
- Analytical, problem-solving, and time management skills.

## **Skills and Competencies**

- Commitment to equity, inclusion and belonging in the workplace and in communities.
- Meets deadlines, pays attention to detail, and applies strong project management skills.
- Ability to handle confidential issues with discretion.
- Comfortable serving collaborative teams of colleagues both on-site and in remote locations.
- High energy and passion for mission is essential.

## **Physical Working Conditions & Effort Required**

- Work is typically performed in a standard office environment although we are currently working in a hybrid work environment. Required in office attendance on Tuesdays and Wednesdays.
- The WFCO office is on the University of Denver campus.
- Occasional travel around the state for community events is required.
- Occasional early mornings and evenings are required.

## **Compensation**

This is a full-time position (100% FTE) or 40 hours a week. The salary for this position is \$80,000, commensurate with experience. WFCO offers an additional comprehensive benefits package including generous paid vacation, paid sick days, medical/dental/vision insurance, up to 12 weeks of paid family and medical leave, a generous retirement plan match, Eco Pass, and paid parking pass.

## **To Apply**

**Please submit a cover letter and resume as PDF attachments to Jennifer Kilpatrick, CFO at [jenniferk@wfc.org](mailto:jenniferk@wfc.org) with the subject line "Accountant & Office Manager" by May 6<sup>th</sup> at 5:00 pm MT.**

*In alignment with our goal of advancing gender, racial, and economic equity, WFCO welcomes and encourages applications from members of historically and systemically marginalized communities. We understand that there are individuals that could excel in this role without meeting 100% of the qualifications precisely as described or who have essential skills we may not have considered. If that is you, we encourage you to apply and tell us about yourself. We are committed to considering candidates with diverse work experiences and backgrounds.*

*It is the policy of The Women's Foundation of Colorado (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.*