



The Women's Foundation of Colorado

Women Thriving. Colorado Rising.

THE WOMEN'S FOUNDATION OF COLORADO

Staff Accountant Job Description

Position: Exempt

Accountability: Reports to the Accounting & Office Manager

Description: The WFCO Staff Accountant performs the daily accounting functions and assists the Accounting & Office Manager and Chief Financial Officer with accounts payable, the monthly close, financial reporting, administration and other tasks.

Responsibilities:

- Responsible for daily accounting functions including accounts payable, revenue and accounts receivable, and general ledger accounting,
- Ensure integrity of interface between donor database (Raiser's Edge) and general ledger (Financial Edge NXT) by reviewing and posting transactions and performing appropriate reconciliations,
- Review and reconcile all bank and investment statements, pledge receivables, and restricted funds, prepare monthly account reconciliations for other balance sheet accounts,
- Assist in preparation of monthly financial reporting package including the Statement of Financial Position, Statement of Activities, Statement of Cash Flows, and endowment reports,
- Maintain Financial Edge accounting system (general ledger, accounts payable, report templates),
- Prepare required information and schedules for the annual audit,
- Represent the WFCO in an ethical, professional, respectful and inclusive manner,
- Other projects and responsibilities as assigned by the Accounting & Office Manager and Chief Financial Officer.

Qualifications:

- Bachelor's Degree in Accounting or related field required; CPA license preferred,
- Three to five years accounting experience including not-for-profit accounting; community foundation experience preferred but not necessary,
- Knowledge of accounting for investments required, understanding of donor-advised funds a plus,
- Knowledge of not-for-profit accounting and reporting software – experience in configuring and operating Financial Edge and Crystal Reports preferred,
- Proficiency in Microsoft Office products (particularly Excel),
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders,

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

- Strong work ethic and demonstrable success in meeting internal and external deadlines, and managing multiple, changing priorities,
- Ability to work independently and as part of a team,
- Commitment to diversity and inclusiveness,
- Personal qualities of integrity, credibility, and dedication to the mission of the WFCO.

Physical Working Conditions & Effort Required

- Work is typically performed in a standard office environment although we are currently working in a hybrid work environment. We will continue to adapt our work model based on public health guidance and protocols administered by the University of Denver (see below).
- The WFCO office is on the University of Denver campus. As such, WFCO staff are required to follow University of Denver COVID-19 protocols and other campus health and wellness requirements. More information is available at du.edu/coronavirus
- Occasional travel around the state for community events is required, based on public health guidance
- Occasional early mornings, evenings, and weekends are required
- The person in this position is frequently responsible for setting up for events and meetings, which may require moving equipment, furniture, and supplies weighing up to 50 pounds and positioning oneself to connect computer or electrical cords, set up banners, refreshments, etc.

Compensation

- Starting salary range of \$60,000 - \$65,000 commensurate with experience
- 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, EcoPass, and paid parking pass.

To Apply:

Please submit a cover letter and resume as PDF attachments to Jobs@wfc.org with the subject line “Staff Accountant” by Friday, March 25th at 5:00 pm MT. Please direct all inquiries to Jobs@wfc.org.

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’s 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.

Overview of Selection Process: We hope that sharing the following description of the selection process will be helpful to prospective candidates. While this summary represents WFCO's plans, the steps and timeline are subject to change without notice.

- Deadline for applications - March 25, 2022
- First-round interviews with selected candidates, via Zoom, April 4 to April 8, 2022
 - Candidates will be provided with a list of primary interview questions in advance
 - All other candidates will be notified of application status subsequently
- Second-round interviews with finalists, in-person in our offices on the University of Denver campus, April 11 to April 15, 2022
 - First-round interview candidates not selected for in-office interviews will be notified of application status subsequently
 - In-office interviews will include a written exercise we will ask you to complete
- Completion of reference checks and extension of offer to selected candidate by April 20, 2022
 - Finalists not selected will be notified of application status subsequently
- May 2, 2022 – projected start date for new Staff Accountant