Job Title: ACCOUNTANT
Reports to: DIRECTOR OF FINANCE AND OPERATIONS (DFO)
Classification: FULL-TIME, EXEMPT

PURPOSE
Every day, we prove the smartest investments are made in children. At Invest in Kids, we bring research-based, proven programs into communities across the state. Our efforts focus on the specific needs of children in low-income families, with the hope of seeing every child in Colorado thrive. We partner with community leaders, care providers, and donors to work toward this goal. Only those programs able to demonstrate the highest level of standards, a research-proven track record of success, and a promise of significant impact become Invest in Kids’ programs. The Office Manager will contribute to this mission by providing staff with the support necessary to allow the organization to meet its goals.

POSITION OVERVIEW
At Invest in Kids, we owe our success to our programs and the efficiency of our organizational processes. To help maintain and grow this standard, the Accountant ensures we reach our strategic and operational objectives within financial management. The Accountant displays an ability to develop and maintain an environment of trust, diversity, and inclusion within Invest in Kids. The position is responsible for timely and efficient processing of transactions to ensure accurate financial reporting in compliance with accounting principles, grant award requirements and internal policies while also supporting the Senior Accountant and Director of Finance and Operations.

ESSENTIAL DUTIES/RESPONSIBILITIES
Monitors expenditures and income related to various program budgets to assure availability of funds working specifically with the following:

Cash Receipts/Receivables
- Record incoming receipts on check log and make weekly remote bank deposit.
- On a weekly basis, review receipts from the daily check log/back-up and determine appropriate accounting treatment. For contributions, assign revenue account code and record in donor software. For collection of receivables, apply to open invoices in accounting software. For miscellaneous transactions, determine appropriate account coding and enter in accounting software.
- On a weekly basis, review bank account for electronic deposits. Record contributions in donor software and other cash receipts in accounting software, as appropriate.
- Work with development team on regular basis to resolve questions, e.g., reconciling gift activity and responding to information requests.

Accounts Payable
- Independently manage day-to-day accounts payable function in accordance with policies and procedures, including invoices, employee expense reports and corporate credit cards.
  - Review payment submittals to ensure accurate coding, appropriate approval, adequate documentation and other compliance with policies and procedures.
Enter activity in accounting software, print and process payments, and drop any checks in the mail.
Process payments in timely manner to avoid late fees
Match payment stub with related documents, scan documents and maintain electronic vendor files
Ensure payments clear in timely manner and follow-up on outstanding checks as needed
Ensure good customer service with vendors. Resolve vendor disputes, involving Senior Accountant as needed

- Ensure accurate benefit billings. Track reconciling items to ensure cleared in timely manner and reconcile billings between employer portion and employee withholdings.
- Obtain w9 for every new vendor prior to payment. Identify 1099 vendors and appropriate designate 1099 box in accounting software.
- Manage corporate credit card account:
  - Download monthly transactions to individual employee credit card excel forms, reconcile employee forms and transactions to master sheet and master account balance.
  - Route to employees for coding, documentation, and supervisor approval.
  - Submit completed activity to DOF for electronic payment prior to due date to avoid fees.

**Additional Areas of Responsibility**
- Examines accounting data for accuracy, appropriateness, and documentation.
- Assists in payroll, grants, and financial accounting, reporting and analysis (monthly close activities, the year-end closing process and annual audit preparation), as needed.
- Assists program staff in interpreting laws, rules, and regulations, and clarifying procedures.
- Function as liaison between agency personnel (program, accounting, development) and contractor.

**QUALIFICATIONS**
- Manage time efficiently and independently handling range of financial/accounting duties with frequent interruptions and competing priorities.
- Meticulous attention to detail.
- Strong follow-through and ability to meet deadlines.
- Strong written and oral communication skills.
- Strong problem-solving skills, including the ability to think critically and proactively find solutions.
- Strong commitment to Invest in Kids’ mission and belief in the value of non-profit work in service to our community.

**REQUIREMENTS**
- At least three years prior experience in bookkeeping/accounting role, including accounts payable and payroll.
- Experience with accounting software.
- Some experience working with non-profit.
- Extensive experience with Windows XP Operating System and Microsoft Office Suite including Outlook, Word, Excel, Publisher, and PowerPoint. Adobe Creative Suite a plus.

**SALARY**
This position receives an annual salary of $56,000.

**FULL TIME EQUIVALENT**
Full time (40 hours per week)

**BENEFITS**
- Health, dental, and life insurance, 401K.
- Flexible Spending Account.
- Paid vacation, sick and personal time.
Hybrid work environment

APPLICATION DIRECTIONS
Please direct all inquiries to Tiffany Gardner, Director of Finance & Operations via email at tgardner@iik.org. Please submit cover letter, resume, and three professional references electronically.

IIK is an equal opportunity employer that is committed to building a diverse workforce. IIK strives to create an inclusive workplace that embraces diverse backgrounds, life experiences and perspectives. It is the policy of IIK to prohibit discrimination against any person or organization based on age, race, sex, color, creed, religion, national origin, sexual orientation, transgender status, gender identity, gender expression, ancestry, marital status, gender, veteran status, political service, affiliation, or disability.

For more information about Invest in Kids and our programs, please visit www.iik.org