



<b>JOB DESCRIPTION</b>	
<b>Job Title:</b>	Staff Accountant
<b>Department/Group:</b>	Finance and Accounting
<b>Location:</b>	1800 Grant Street, Suite 725 Denver, CO 80203
<b>Reports To:</b>	Director of Finance and Accounting
<b>FLSA Status</b>	Exempt
<b>Date Prepared</b>	May 3, 2020
<b>Date Revised</b>	N/A
<b>Job Purpose</b> The Staff Accountant provides general accounting support to the Finance and Accounting team and reports to the Director of Finance and Accounting with a dotted line to the Director of Investment Accounting.	

<b>Essential Duties:</b> <ol style="list-style-type: none"><li>1. Provides accurate, timely, and relevant recording, reporting, and analysis of financial information.</li><li>2. Ensures compliance with applicable standards, rules, regulations and systems of internal controls.</li><li>3. Triage the on-line ticketing system. Runs monthly reports on trouble tickets and identifies common issues.</li><li>4. Creates, modifies, and closes gift funds in the general ledger and donor database.</li><li>5. Assists Senior Accountants with research of reconciliation differences and provides backup.</li><li>6. Identifies areas for improvement and implement improvements to processes.</li><li>7. Creates custom reports on demand to meet business needs of internal and external customers.</li><li>8. Performs reconciliations as needed.</li><li>9. Assists with auditor requests.</li><li>10. Performs other related duties as required to accomplish the objectives of the position.</li></ol>
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<b>Special Position Responsibilities</b>
None

<b>Other Duties As Assigned</b>
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<b>Job Specifications</b>
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**Knowledge and Skills**

- Strong analytical and problem-solving ability.
- Flexibility is required to work with others in a wide variety of circumstances.
- Problem solving is required to analyze issues and create action plans.
- Thorough knowledge of general ledger accounting and account reconciliation.
- Solid ability to communicate verbally and in writing.
- Solid ability to organize, manage and prioritize multiple tasks simultaneously, meet deadlines, and follow up to ensure completion/resolution.
- Personal computer proficiency required, especially as related to the software referenced under “software utilized” (see below). Computer skills may be subject to testing/verification.

**Education**

2-3 years of accounting/finance experience. Bachelor of Science Degree in accounting, business or data systems or an equivalent combination of education and experience required; CPA preferred.

**Experience**

Job related experience is required.

**Software Utilize**

Microsoft Office Products, including Word, Excel, Outlook; accounting software; donor tracking software.

**Supervisory Responsibility**

None.

**Physical Demands and Working Conditions**

Works in a normal office environment requiring light physical effort by handling objects up to 20 pounds occasionally and/or up to 10 pounds frequently. Works with standard office equipment (such as phone, fax and personal computer). Ability to navigate stairs frequently during the course of a business day in various work locations. Sitting at desk for most of day, and working with computer.

**NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.**

**To apply, please submit cover letter and resume via email to:**

**Patty Leslie  
CFO/VP, Finance  
Patty.Leslie@cufund.org**

