



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

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

Special Position Responsibilities
None

Other Duties As Assigned

Job Specifications

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:

Jacque Koewler

Director, Legal Services & Estate Administration

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