

Accounting Associate, University of Colorado Foundation Job Announcement

Position Title: Accounting Associate
Reports To: Assistant Controller
Hiring Salary Range: \$23.37 – \$26.87 per hour
Position Status: Full-Time in a Hybrid Workplace
Posting Dates: January 25, 2023 – February 8, 2023

Position Summary

This position will provide general accounting support to the Finance and Accounting team through directly assigned tasks and ad hoc responsibilities as necessary. General tasks include accounts payable, fund processing, and inbox tasks management. The successful applicant will have the skills necessary to prioritize, perform, and delegate tasks within the accounting department

ESSENTIAL DUTIES

- Provide customer support to internal and external contacts regarding complex and high-level questions. May at times require consultation with other team members.
- Manage accounting inquiries and run basic reports within the accounting system.
- Perform weekly accounts payable procedures.
- Create, modify, and close gift funds in the general ledger and donor database.
- Ensure compliance with applicable standards, rules, regulations, and systems of internal controls.
- Assist Senior Accountants with research of reconciliation differences and provide backup.
- Continually documents processes and recommend improvements for all assigned duties.
- Create custom reports on demand to meet business needs of internal and external customers.
- Assist with auditor requests.
- Perform other related duties as required to accomplish the objectives of the position.

COMPETENCIES

- Strong analytical and problem-solving ability.
- Ability to prioritize and manage multiple on-going tasks and deadlines.
- GAAP and non-profit accounting knowledge preferred.
- Ability to create action plans.
- 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.
- Computer proficiency required, especially as related to the software referenced under

- “software utilized” (see below).
- Must be open to taking on new duties and projects.
- Flexibility is required.
- Ability to function in a team-oriented environment.

EDUCATION

- Associate Degree in accounting, business or data systems or an equivalent combination of education and experience.

EXPERIENCE

Preferred: 0-3 years of accounting/finance experience

SOFTWARE UTILIZED

- Microsoft Office Products, including Word, Excel, Outlook; accounting software; donor database software.
- Experience with Blackbaud’s Financial Edge software and Salesforce a plus.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Works in a normal office environment:

- Sitting and standing for long periods.
- Using office equipment such as computer, mouse, keyboard, and printer.
- Light physical effort required by handling objects up to 20 pounds.
- Some travel required along the Front Range to University campuses.

COMPENSATION

Starting salary is based on education, experience, skills, and other job-related factors. The hiring salary range for this position is: \$23.37 – \$26.87 per hour. This position is eligible for a full and competitive benefits package, which includes:

- **Medical:** Four plan options
- **Dental:** Two plan options
- **Additional Insurance:** Disability, Life, and Vision
- **Retirement 401(k) Plan:** Employer contributes up to 6% of your annual compensation, per plan terms
- **Paid Time Off:**
 - Paid Time Off: 25 days (*first two years*)
 - Holidays: 12 days

TO APPLY: Interested applicants should submit a resume to HR@cufund.org

All applications must be received no later than 5:00 p.m. on Wednesday, February 8, 2023, to be considered.

Please note that while the position description details both minimum requirements as well as desired skills and experience, we want to remind applicants that you do not need to have all the desired skills and experience to be considered for this role. If you have the passion for the work along with experience in a related field, you are encouraged to apply. We can provide on-the-job training for the rest.

ANTI-DISCRIMINATION POLICY: The University of Colorado Foundation is an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion (creed), sex, national origin, disability status, marital status, sexual orientation, military status, gender, gender expression, age, protected status, or any other characteristic protected by law.

The University of Colorado Foundation practices and champions inclusiveness in our community. We honor the diverse strengths, needs, voices, and backgrounds of all members of our community. Black, Indigenous, People of Color, others who identify as nonwhite, people with disabilities, members of the LGBTQIA+ community, and those from traditionally marginalized communities are especially encouraged to apply for this role.

About the University of Colorado Foundation:

For over 55 years, the University of Colorado Foundation has partnered with the University of Colorado to enhance philanthropic support for CU. Private support for the University, given through the philanthropic portal of the Foundation, enables the University to transform lives through education, research, clinical care, and community engagement. The Foundation focuses its efforts on donor stewardship through customer service and assurance in gift

acceptance, processing, and administration. The Foundation invests and allocates gift funds in a manner consistent with the purposes established by donors and distributes dollars from its managed funds to support a wide variety of programs and activities throughout the University system and on its four campuses.

The Foundation has just under \$3 billion in assets under management, including more than 3,000 endowment funds. As of September 30, 2022, the Foundation's long-term investment pool was valued at \$2.7 billion. The Foundation follows an outsourced chief investment officer model and contracts investment services through an investment management firm.

The Foundation's revenue is derived primarily from an annual assessment on its long-term investment pool and a monthly distribution from its short-term investment pool. Of the \$47.5 million in revenue expected in fiscal year 2023, the Foundation will retain \$6.2 million to fund its operations and it will transfer \$35.7 million to the University to fund CU Advancement's operations and IT infrastructure investments.

The Foundation is a 501(3)c public charity governed by an independent Board of Directors. Board committees include an Investment Policy Committee, a Finance/Operations Committee, and an Audit Committee. The Foundation's day-to-day operations are carried out by an administrative staff of approximately 20 individuals overseen by the Foundation's President and CEO.