

JOB DESCRIPTION	
Job Title:	Senior Accountant
Department/Group:	Finance and Accounting
Location:	1800 Grant Street, Suite 725 Denver, CO 80203
Reports To:	Assistant Vice President/Controller
FLSA Status	Exempt
Date Prepared	1/1/20
Date Revised	1/1/20
Job Purpose	
<p>We need a senior accountant to join our finance department to undertake major reporting and reconciliation duties. We need an experienced professional with an attention to detail necessary to ensure accurate reporting in all areas. The successful applicant will have the skills necessary to develop, interpret, and implement moderate to complex financial accounting concepts or techniques for financial planning, reporting, and control.</p>	

Essential Duties
<ol style="list-style-type: none"> 1. Records/approves accounting transactions within the guidelines of Generally Accepted Accounting Principles (GAAP) and not-for-profit accounting. 2. Reconciles and analyzes balance sheet accounts; posts adjustments and corrections as needed. This includes bank reconciliation to the general ledger. 3. Oversees and organizes the Accounting general email inbox. Serves as a resource and subject matter expert to internal and external customers regarding their requests and questions. Creates or modifies user security for online accounting report access. 4. Performs accounts payable duties. 5. Posts daily gift feed from the donor database to the general ledger. 6. Adds or modifies gift funds on the general ledger. 7. Reviews, posts and/or adjusts complex gift transactions. Recommends proper accounting treatment of gifts and pledges to the Controller or CFO. 8. Performs backup duties in multiple areas when other accounting staff are out of the office. 9. Assists the Controller and CFO in identifying and mitigating organizational risk. 10. Prepares monthly, annual and other standard reporting packages for use by Foundation management and/or the University. 11. Assists with the annual audit, tax returns and other compliance tasks. 12. Continually documents processes and recommends improvements for all assigned duties.

Other Duties As Assigned

Job Specifications

Knowledge and Skills

- Strong current knowledge of Generally Accepted Accounting Principles (GAAP).
- Proven ability to apply broad conceptual judgment and initiative to deal with complex accounting issues.
- Strong problem solving and analytical skills.
- Thorough knowledge of financial and Internal Revenue Service regulations.
- 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.
- Computer proficiency required, especially as related to the software referenced under “software utilized” (see below). Computer skills may be subject to testing/verification.
- Must be open to taking on new duties and projects. Flexibility is required.
- Ability to function in a team-oriented environment.

Education

Bachelor of Science Degree in accounting or equivalent combination of education and experience required; CPA preferred.

Experience

Minimum of four (4) years accounting experience required, preferably in auditing and non-profit accounting.

Software Utilized

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

Supervisory Responsibility

Not required for this position.

Physical Demands and Working Conditions

Works in 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 a desk for most of the 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.