

Senior Accountant, University of Colorado Foundation Job Announcement

Position Title: Senior Accountant

Reports To: Controller/Assistant Controller

Hiring Salary Range: \$76,036 - \$89,454

Position Status: Exempt

Posting Dates: April 13, 2022 – May 13, 2022

JOB PURPOSE

The Senior Accountant is responsible for general ledger accounting, including analysis of business transactions to prepare journal entries, portions of the month-end close process, financial data preparation, account analysis and reconciliations. This position will take a lead role in processing complex transactions for various activities using GAAP guidelines. 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.

ESSENTIAL DUTIES

- Records/approves accounting transactions and journal entries within the guidelines of Generally Accepted Accounting Principles (GAAP) and not-for-profit accounting.
- Reviews balance sheet account reconciliation, identifies errors, and provides feedback for corrections. Reconciles and analyzes balance sheet accounts; posts adjustments and corrections as needed. This includes bank reconciliation to the general ledger.
- Provides customer support and serves as a subject matter expert to internal and external contacts over complex and high-level questions. May at times require consultation with the Controller or Assistant Controller.
- Serves as a key participant in monthly and quarterly business financial reviews. Analyzes data and troubleshoots problems.
- Preparation of workpapers and journal entries related to funds, investment valuations and not-for-profit accounting.
- Reviews, posts and/or adjusts complex gift transactions. Recommends proper accounting treatment of gifts and pledges to the Controller or CFO.
- Participates in updating policies and procedures related to finance and accounting activities.
- Performs backup duties in multiple areas when other accounting staff are out of the office.
- Assists the Controller and Assistant Controller in identifying and mitigating organizational risk.
- Assists with the annual audit, tax returns and other compliance tasks.
- Continually documents processes and recommends improvements for all assigned duties.

COMPETENCIES

- 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).
- 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.

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.

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: \$76,036 - \$89,454. This position is eligible for a full and competitive benefits package, which includes:

- **Medical:** Three 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, cover letter of interest, and contact information for up to three professional references to HR@cufund.org

All applications must be received no later than 5:00 p.m. on May 13, 2022, to be considered.

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. The CU Foundation serves as the University's philanthropic portal, enabling CU 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. During the fiscal year ended June 30, 2021, the Foundation processed over 54,000 gifts and commitments. The Foundation 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 over \$3 billion in assets under management, including more than 3,000 endowment funds. As of June 30, 2021, the Foundation's long-term investment pool was valued at \$2.6 billion, including \$2.1 billion in CU endowments and \$330 million in CU treasury funds. At that date, the Foundation's short-term investment pool comprised of current funds, endowment distributions and unrestricted assets was valued at \$427 million. 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 \$40 million in revenue expected in fiscal year 2022, the Foundation will retain \$5.4 million to fund its operations and it will transfer \$34.6 million to the University to fund CU Advancement's operations and IT investments. CU Advancement leads the University's engagement and fundraising efforts and partners with the Foundation to maximize private support for CU.

The Foundation is a 501(c)(3) 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.