JOB TITLE: Accounting Specialist
REPORTS TO: Assistant Controller
FLSA STATUS: Non-Exempt

POSITION SUMMARY:
The Accounting Specialist is responsible for processing accounts payable for the entire foundation and providing administrative and accounting support to the accounting team. The position requires a commitment to customer service, strong computer skills, attention to detail, strong communication skills, flexibility to adapt, and the ability to manage and complete multiple tasks.

RESPONSIBILITIES & ESSENTIAL FUNCTIONS:
Transactions (60%)
- Process Accounts Payable, grant payments, credit card transactions, and weekly check run and electronic payments utilizing Community Suite while maintaining strong data integrity and following appropriate procedures and techniques
- Run and review Accounts Payable aging report and resolve past due balances
- Provide administrative support for the independent contractor process and contract team tracking worksheet
- Provide support for electronic payment enrollment and data collection, electronic payment transactions, and maintain accurate bank records
- Support the accounting team to ensure tasks and departmental projects are completed to meet deadlines in a fast-paced environment
- Maintain well-documented procedures, identify opportunities for procedure efficiencies, and train necessary staff members on transaction processing

Compliance (10%)
- Obtain appropriate approvals for all outgoing payments while retaining payment copies and supporting documentation electronically
- Collect and file the monthly and quarterly investment statements, investment correspondence, and permanent documents electronically while managing all investment login information
- Maintain accurate vendor records through consistent review of vendor W-9s, annual preparation and issuance of 1099 forms to all appropriate vendors, and annual filing of 1099 reports
- Maintain accounting file records in Community Suite, SharePoint, and Server, and adhere to the document retention and destruction policy

Reporting (20%)
The Denver Foundation

- Generate reports for CFO review of all vouchers and payments released from the foundation
- Prepare and generate custom and ad hoc reports for internal and external parties

**Relationship Management (10%)**
- Provide ongoing support and training to all staff on the Accounts Payable workflow within the Community Suite system and Microsoft Office 365 Forms
- Communicate with staff and vendors regarding Accounts Payable transactions, process, timeline, and general inquiries
- Participate in staff communication regarding independent contractors and related legal matters

**REQUIRED QUALIFICATIONS:**
- At least two years of general office and administrative experience
- Proficient use of Microsoft Office (especially Outlook, Word, and Excel)
- Maintain a high degree of confidentiality
- Work well under pressure and with many different types of people
- The ability to problem-solving and take initiative
- Ability to be collaborative and work in a team environment
- Proficient oral and written communications skills
- Strong organizational and time management skills
- Strong attention to detail
- Ability to learn and adapt to new systems and processes quickly
- Demonstrated ability to center principles of equity in their work and to build relationships with people of diverse backgrounds, perspectives, and cultures
- An unwavering commitment to racial equity

**PREFERRED QUALIFICATIONS:**
- Background with nonprofit organizations or philanthropy
- Experience working in Community Suite, GLM, SLM, SharePoint, Asana, DocuSign, and Microsoft Office 365

**WORK ENVIRONMENT:** The position is based in an office environment with a mix of private offices and cubicles. Travel throughout the metro Denver region is an occasional possibility for this job.

**PHYSICAL DEMANDS:**
- Daily communication via phone
- Frequent extended hours in front of a computer screen with or without accommodations
- Occasional carrying of objects up to 20 pounds
- Regular group and public speaking

THE DENVER FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER
ADDITIONAL ELIGIBILITY QUALIFICATIONS:

- Must be authorized to work in the United States

OTHER DUTIES: Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this position. Duties, responsibilities, and activities may change at any time.

COMPENSATION: This is a full-time, non-exempt position. The Denver Foundation offers a competitive benefits package, including paid time off, retirement contributions, tuition assistance, and medical, life, and disability insurance. The starting compensation for this position ranges from $24.04 to $26.44 per hour, depending on experience.

THE DENVER FOUNDATION’S ANTI-DISCRIMINATION POLICY: The Denver Foundation shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, military status, in any of its activities or operations. These activities include but are not limited to, hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services.

*The Denver Foundation practices and champions inclusiveness in our community. We honor the diverse strengths, needs, voices, and backgrounds of all members of our community. Candidates from traditionally marginalized communities are especially encouraged to apply.*

JOB DESCRIPTION STATEMENT:

I have read and understand and accept the job description, including the qualifications and the requirements of the position. I certify that I can and will perform the duties and all responsibilities required for this position.

Printed Name:          Date:

Signature: