



The Denver Foundation

JOB TITLE: Accountant

REPORTS TO: Assistant Controller

FLSA STATUS: Exempt

SUMMARY:

The Accountant is responsible for providing accounting services to the entire Foundation. The position requires strong and progressive accounting experience, excellent 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 (70%)

- Participate in overseeing the accuracy and integrity of the accounting system by creating accurate general journal entries, reconciling cash accounts, and maintaining the general ledger
- Monitor bank activity to review daily transactions, upload daily transactions for positive pay, scan deposits daily, stop payment orders, assist with ACH payments, deposits, and transfers, and handle ACH enrollment activities
- Assist with payroll processing, prepare related journal entries, administer benefit accounts, and reconcile payroll liabilities
- Participate in the income workflow by initiating online gifts, gifts of securities transactions, and other income types
- Manage Trusts, Charitable Gift Annuities, and other unique fund types
- Prepare monthly reconciliation of bank accounts and investment accounts
- Manage credit card workflow
- Assist with month-end and year-end closing and perform financial analysis
- Review and confirm fund setup and maintenance, including spending capacity, investment strategy, administrative fee coding, and other specialized fund conditions
- Assist with Accounts Payable on voucher and check processing
- Maintain well-documented procedures, identify opportunities for procedure efficiencies, and train necessary staff members on transaction processing
- Support the Assistant Controller, Controller, CFO, and other teams on the Finance, Infrastructure & Technology Group to ensure tasks and departmental projects are completed to meet deadlines in a fast-paced environment

Compliance (10%)

- Oversee the annual preparation and issuance of 1099 forms to all appropriate vendors
- Participate on the contracts team and draft contracts

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- Assist with the preparation for the annual audit and tax return for the foundation and supporting organizations
- Prepare annual Form 5500 and validate with plan administrator
- Reconcile IRS Form 940 and 941 to the general ledger
- File Annual Secretary of State filings and Annual Colorado Oil Severance Tax Returns
- Respond to external audit confirmation requests

Reporting (10%)

- Generate monthly budget to actual reports, monitor monthly variance items for each department, and distribute reports to the executive team
- Generate monthly budget to actual reports and other financial reports for internal funds
- Prepare and create reports for internal and external parties

Relationship Management (10%)

- Provide consistent training to develop staff knowledge of accounting procedures and policies
- Communicate with staff and constituents regarding transactions, processes, timelines, and general inquiries

QUALIFICATIONS:

Required:

- A minimum of 3 years of experience as an accountant
- Proficient use of Microsoft Office (especially Outlook, Word, and Excel – including Pivot Tables and VLookups)
- Maintain a high level of confidentiality
- Work well under pressure and with many different types of people
- Excellent problem-solving skills and demonstrated initiative
- Excellent oral and written communication skills
- Strong organizational and time management skills
- Excellent attention to detail
- Ability to learn and adapt to new systems and processes quickly
- Ability to build relationships with people of diverse backgrounds, perspectives, and cultures
- An unwavering commitment to racial equity
- Belief in the model of community foundations

Preferred:

- Background in nonprofit accounting and fund accounting
- Experience using Community Suite, Microsoft 365, SharePoint, OneDrive, ADP, Asana, and Slack

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- Bachelor's degree in accounting, finance or economics, or equivalent experience

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.
- Regular group and public speaking.
- Occasional activities occurring outdoors.

Additional Eligibility Qualifications:

- Must be authorized to work in the United States.

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

COMPENSATION: This is a full-time exempt position. The Denver Foundation offers a competitive benefits package including paid time off, retirement contribution, tuition assistance, and medical, life, and disability insurances. The starting salary for this position ranges from \$67,000 to \$72,000, depending upon experience.

Application Process: Interested applicants should complete the application located on our Careers page at <http://www.denverfoundation.org/About/Careers>. Applications will be accepted until position is filled.

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, or 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.

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

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Printed Name:

Date:

Signature: