



Title: Staff Accountant	Employment Status: Full-Time
Department: Finance	FLSA Status: Exempt
Reports to: Senior Staff Accountant	Supervises: N/A

CNDC Overview - Are you excited by the idea of working with a nonprofit that supports 70+ charitable organizations across Colorado, giving you the chance to support a wide range of missions that are improving the quality of life for Coloradans? Do you enjoy roles that involve building partnerships that put your finance and accounting skills to the test? If so, read on for more information about the open Staff Accountant position at Colorado Nonprofit Development Center (CNDC), the state's largest fiscal sponsor (see description of fiscal sponsorship below).

CNDC supports community leaders in launching and managing charitable initiatives that aim to benefit communities. In our 20+ years of operation, we have grown to be a trusted partner whose back-office services and support allow charitable projects to focus on their programming and impact. We currently serve over 70 partner projects (<https://cndc.org/partners-we-support/projects/>) encompassing 100+ employees, and thousands of volunteers. Partner project missions are wide-ranging, and include education, public health, community organizing, environmental protection, and more. Each partner project is different, from groups with multi-million-dollar budgets with multiple staff and programs to those that are solely volunteer led with smaller fundraising needs and everything in between. To learn more, visit, www.cndc.org.

As a member of our administrative team (approximately 15 people), you can expect to join a dynamic organization where staff collaborate with each other through and across work groups, teams, and departments. At CNDC, every week can bring something new and different. On any given day, you may find yourself:

- Supporting a new partner project leader with navigating a challenge
- Leaning on our robust processes and procedures to handle one of your day-to-day tasks
- Working with colleagues on our Diversity, Equity, and Inclusion initiative
- Popping into a Zoom team happy hour or attending a locals team lunch
- And much more in between!

We strive to create space for our team to celebrate and build our relationships, whether it be informal time, formal check-in meetings, or spending a week together on team building and development during a biannual in-person reunion week.

Professional Development

CNDC values ongoing learning and development, and staff members are expected to seek opportunities to help them grow in their current positions and as they work towards future career goals. We support that through paid training and providing time off for professional development.

Commitment to Equity and Inclusion

CNDC is committed to racial justice, diversity, equity, and inclusion. In the spring of 2020, we hired consultants to support us in becoming a more equitable organization. Since then, the team and board have significantly changed our policies, practices, and operations to become more equitable and inclusive. We continue to develop our organization at the team, board, and partner project level to promote equity and inclusion. While we have made progress, we still have work to do, and we are looking for team members who will join us on that journey.

What is Fiscal Sponsorship?

Fiscal sponsorship is when a 501(c)(3) nonprofit (CNDC) accepts charitable groups (“partner projects”) under its legal umbrella, allowing them to operate as nonprofits without needing to apply for approval from the IRS. At CNDC, we primarily practice comprehensive fiscal sponsorship (<https://www.fiscalsponsors.org/models-of-fiscal-sponsorship>), meaning there is no separation between CNDC and the partner projects we fiscally sponsor – one bank account, one tax ID number, one insurance policy, one set of books. As the fiscal sponsor, CNDC provides partner projects with back-office services, including accounting, human resources, risk management, grants management, and contract management. We also provide guidance on nonprofit development and thought partnership.

SUMMARY OF RESPONSIBILITIES:

As a member of the Finance Team, the Staff Accountant manages the relationship between CNDC and a portfolio of Projects, providing financial and managerial accounting and grant management services. The position partners with Project leadership to provide financial guidance and information, including monitoring and analyzing cash flow, supporting the creation of budgets and spending plans, submitting timely and accurate government contract invoices, effectively monitoring restricted grants and allowable expenses, and producing timely and accurate financial reporting for nonprofit Projects. The day-to-day work includes supporting and advising Project executive directors as they prioritize and maximize spending across various braided funding streams while staying in compliance with grant agreements, contract provisions, and OMB guidelines. Success for this position is dependent upon appreciation for CNDC’s unique structure and the role of Project directors in financial management at CNDC, as well as the ability to develop and maintain excellent relationships with Projects, funders, auditors, and community stakeholders.

SPECIFIC DUTIES:

Financial Accounting and Grant Management:

- Serve as the financial point of contact for a portfolio of Projects, building and maintaining positive, successful, and productive relationships with Project leaders
- Advise, support, and coach Project leaders to ensure compliance with accounting rules, grant contracts, and nonprofit best practices while mitigating risk to CNDC
- Monitor Project cash flow to ensure sufficient funds are available to cover operating and payroll expenses
- Provide accurate and timely financial and grant reporting to Projects following Generally Accepted Accounting Principles
- Prepare timely and accurate monthly grant and contract billings for both governmental and private funding sources

- Monitor grant and contract specific budgets to ensure compliance with grant agreements, contract provisions, and agency and Office of Management and Budget (OMB) guidelines
- Review Project expense submissions to ensure compliance with grant agreements, contract provisions, and agency and OMB guidelines
- Produce timely and accurate periodic and ad hoc financial reports as requested by Projects, funders, regulatory agencies, and other CNDC staff
- Review setup of new grants and contracts
- Elevate concerns about Project finances and practices to CNDC management as needed
- Calculate, prepare, and enter various transactions into the general ledger such expense recoding, accounts receivable bookings, and transactions required for monthly close
- Analyze transactions to ensure account balances reflect activity in accordance with Generally Accepted Accounting Principles, OMB guidelines, grant agreements, and contract provisions

Other Duties:

- Provide training for Project leaders on reading, understanding, and using financial statements and reports
- Assist with reconciling balance sheet accounts as needed to ensure timely and smooth month-end close
- Meet with Project directors on an ad hoc basis to discuss their overall project and grant financials, answering questions and/or providing training on matters such as annual projections, coordination of funding streams, and grant management
- Assist Project directors with the creation of annual budgets
- Assist with the preparation of various schedules and collect supporting documentation to support the CNDC annual financial audit process
- Provide timely and accurate responses to Project inquiries

QUALIFICATIONS:

We are looking for someone who has:

- Minimum of three years' accounting experience and financial statement generation and/or relevant training
- Familiarity with Generally Accepted Accounting Principles, the OMB Uniform Administrative Requirements, Cost Principles, & Audit Requirements for Federal Awards, and other accounting rules and regulations
- Strong working knowledge of intercompany entries and consolidated financial statements
- Skilled in written and verbal communication, organization, attention to detail and ability to prioritize
- Ability to think critically and strategically
- Exceptional ability to communicate technical and financial information to individuals without a financial background
- Excellent analytical and problem-solving skills
- Ability to handle multiple tasks and deadlines with interruptions in a busy office environment
- Ability to interact effectively with all levels of management and staff, as well as funders, vendors, and other stakeholders, both verbally and in writing
- Proficiency in Microsoft Word, Excel, and Outlook
- Deadline driven work ethic
- Ability to work independently and as part of a team

Helpful but not required:

- Prior experience with government billings and fund accounting, financial statements, government reporting, and/or audits

- Prior experience with full-cycle accounting and/or supervising or reviewing accounts payable processes
- Knowledge of nonprofit or government accounting practices
- Prior experience with Sage Intacct Accounting software or similar accounting systems

POSITION TYPE/WORK SCHEDULE: This is a full-time, exempt position, requiring occasional evening and weekend work, and the ability to be flexible and responsive to the emergent needs of CNDC.

Office Hours/Remote Work - CNDC is working remotely due to the threat of COVID. Employees should have access to a strong internet connection, cell phone, and space to work, although we have some flexibility. CNDC provides a laptop and needed accessories, cell phone stipend, and supplies. Post-COVID, we anticipate a flexible work environment where employees can choose to work from home or the office with at least occasional time in the office. Employee requests for full-time remote work are handled on a case-by-case basis. CNDC's normal hours of operation are 8:30 – 5 with flexibility depending on job requirements and personal circumstances. *NOTE: If you are excited about this position, but remote work may not be feasible for you, we encourage you to apply.*

Compensation and Benefits

- Pay Range is \$60,800.00 to \$74,538 annually/Exempt.
- Paid time off and cell phone stipend
- 401K Matching after a year of service and 1,000 hours worked.
- Comprehensive Benefit Plan - Medical, Dental, Vision, Life Insurance, Short- and Long-Term Disability, Telehealth, LifeLock, paid time off, and cell phone stipend

How to Apply - Please submit a letter of interest, resume, and three references to resumes@cndc.org. Reference Staff Accountant in the subject line.

Application Deadline is Monday March 4th.

EEO Statement - Colorado Nonprofit Development Center (CNDC) and all employees are CNDC employees. CNDC is dedicated to equal employment opportunities in any term, condition, or privilege of employment. CNDC prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law. This policy applies to all employees.