



JOB DESCRIPTION

Title: Accounting Clerk	Employment Status: Full-Time
Department: Finance	FLSA Status: Exempt
Reports to: Controller	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 “behind the scenes” work? If so, read on for more information about the open 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 Projects that aim to bring about social change. In our 20 years of operation, we have grown to be a trusted partner whose administrative services allow charitable projects to focus on their programming and impact while we focus on the back-office piece of operations. We currently serve over 70 projects (<https://cndc.org/what-we-do/projects-we-support/>), encompassing 200+ employees, and thousands of volunteers. Project missions are wide-ranging, and include education, public health, community organizing, environmental protection, and more. Each Project is different, from multi-million-dollar budgets with multiple staff and programs to those that are solely volunteer led with smaller fundraising needs and everything in between. For more on CNDC visit, www.cndc.org.

As a member of our finance team, you can expect to join a dynamic workplace 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 -

- Working with colleagues on our Diversity, Equity, and Inclusion audit, learning about how we can deconstruct racist structures that show up in our work.
- Supporting a new Project leader with navigating a challenge.
- Leaning on our robust processes and procedures to handle one of your day-to-day tasks.
- Popping into a Zoom scavenger hunt hosted by CNDC’s fun committee.
- And much more in between!

CNDC also strives to create space for our team to celebrate and build our relationships, whether it be informal time to enjoy a meal together (when it's COVID safe!) to designated time for us to kick back at the end of work week and share stories over Zoom. Further, CNDC values staff learning and growth, and strives to encourage staff members to seek out opportunities that will help them grow both in their current position and as they work towards future career goals.

CNDC is committed to racial justice, diversity, equity, and inclusion. In the spring of 2020, we hired consultants to start us down the path of becoming a more just organization. We are looking for team members who will join us on that journey. While we are still learning and growing in that work, we aim to be a workplace where staff feel valued, heard, and feel like they can grow.

What is fiscal sponsorship? Fiscal sponsorship is when a 501(c)(3) nonprofit (CNDC) accepts charitable groups ("Projects") under its legal umbrella, allowing them to operate as nonprofits without needing to apply for approval from the IRS. At CNDC, we practice comprehensive fiscal sponsorship (<https://www.fiscalsponsors.org/models-of-fiscal-sponsorship>) meaning there is no separation between CNDC and the Projects we fiscally sponsor - one bank account, one tax ID number, one insurance policy, etc. As the fiscal sponsor, CNDC provides Projects with back-office administrative services including accounting, human resources, risk management, banking, legal support, and capacity building. Fiscal sponsorship helps create efficiencies and accountability in the nonprofit sector, as it frees up Project leaders so they can focus on program development and delivery, fundraising, and board development, and planning in service of their mission rather than on the back-end administrative services mentioned above.

SUMMARY OF RESPONSIBILITIES: As a member of the Finance Team, the Accounting Clerk ensures timely and accurate processing of various accounting functions for approximately 80 projects with approximately 125 coded funding sources. This position reports to the Controller and will work primarily in the Fiscal Sponsor program providing general accounting support.

SPECIFIC DUTIES:

Grant Support

- Reallocate expenses among funding sources as requested by partner projects and Staff Accountants.
- Assist Staff Accountants with reviewing submitted expenses for allowability under the terms and conditions, as well the budgets, of funding agreements.
- Assist Staff Accountants with the review and setup of grant and annual budgets in the accounting system.

- Assist Staff Accountants with preparation of monthly reimbursement invoices on various funding contracts.

Accounts Payable Support

- Setup new vendors in accounting system, ensuring that all applicable documentation is on file.
- Process various recurring payments such as office leases, cell phone reimbursements, program participation stipends, etc.
- Serve as backup for the Accounts Payable Clerk.
- Provide support and transaction review for AP Clerk.

Cash Receipts Support

- Assist Cash Receipts Clerk with researching funds received without sufficient identifying information.
- Serve as backup for the Cash Receipts Clerks.

Month-End Close

- Ensure timely reconciliation of various balance sheet accounts as part of the month-end closing process (various accounts receivable, prepaid expenses, deposits, etc.)
- Allocate various monthly expenses across applicable projects.
- Follow up on outstanding checks and maintain unclaimed property account.

Other

- Assist management with special projects as assigned.
- Assist with setup of financial reports in the accounting system for new and existing Partners
- Assist with the preparation of annual Forms 1099s and 1096.
- Assist with CNDC annual financial audit process.
- Actively recommend improvements to finance team processes, reporting and/or software to improve functionality, increase efficiencies, and enhance customer service.

OTHER DUTIES REQUIRED OF ALL STAFF:

- Actively participate and engage as part of CNDC's staff and various work groups.
- Provide back-up and assistance for other staff as needed.
- Approach communication with Projects, staff, and other stakeholders with a focus on empathy and maintaining and improving relationships.
- Respond to Project needs and requests for information.
- Maintain professional standards of performance, demeanor, and appearance appropriately acting as a "role model" both at and away from CNDC.
- Exercise discretion and professional judgment; act with honesty and integrity

- Actively strive to create and maintain an inclusive and appropriate environment through communication and interaction that demonstrates respect.
- Maintain a creative, team-building approach to job performance and seek to bring a constructive, problem-solving orientation to all tasks.
- While complying with CNDC policies and standards, perform all tasks and responsibilities with attention to detail and in a complete and timely manner.
- Actively seek training, experience, and information to remain current and to grow skills and knowledge in field of work.

Other duties as assigned.

QUALIFICATIONS:

Required:

- Minimum 2 years of relevant experience and/or training
- Prior general ledger accounting experience
- Prior experience reconciling balance sheet accounts
- Exceptional attention to detail
- Demonstrated customer service orientation
- Skilled in written and verbal communication, organization, attention to detail and ability to prioritize
- Ability to think critically and strategically
- 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

Preferred:

- Prior experience processing accounts payable and/or cash receipts
- Prior experience working with vendor contracts
- Working knowledge of generally accepted accounting principles for nonprofit organizations
- Experience in a nonprofit or government organization
- Spanish language proficiency
- Prior experience with Sage Intacct accounting software

OFFICE/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, equipment stipend, and cell phone stipend. 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 8:30-5:00 with flexibility depending on job requirements and personal circumstances. *NOTE: If you are excited about this position, but remote work seems like a barrier or may not be feasible for you, we encourage you to apply.* CNDC has a mandatory COVID-19 Vaccine Policy, you must provide proof of Vaccine or Request an Accommodation Form for Medical/Religious Exemptions before first day of hire.

COMPENSATION AND BENEFITS:

- Hiring Range is \$25.53/hour to \$29.98/hour.
- Comprehensive Benefit Plan - Medical, Dental, Vision, Life Insurance, Short- and Long-Term Disability, Telehealth, LifeLock, paid time off, and cell phone stipend
- 401K Matching after a year of service

TO APPLY

Submit cover letter, 3 references, resume, and salary requirements to:

Colorado Nonprofit Development Center

Email: resumes@cndc.org

To avoid junk mail issues, please write **Accounting Clerk** in the subject line.

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.

For more information on CNDC, please visit www.cndc.org.