

# **Open Position Description:**

## **Part Time Staff Accountant**



### **Position Overview**

The Archer Group is looking for a talented, motivated and organized Staff Accountant to join our dynamic and growing team. The Staff Accountant reports to the Senior Director of Finance and Accounting. The duties associated with this position include assisting with daily accounting functions, processing accounts payable and accounts receivable entries, creating and submitting journal entries as needed, assisting with month end close, assisting with annual financial statement audit. This is an hourly position that requires at least some in-office work at our office in Denver.

### **About The Archer Group**

The Archer Group's mission is to bring organization and peace of mind to nonprofit organizations. We too are a nonprofit organization, and we pride ourselves in being good at helping others do good. Archer provides bookkeeping and administrative services to a variety of clients, including the Healthier family of organizations.

### **About The Healthier Family of Organizations**

The Archer Group is part of the Healthier family of organizations, who share common values in the pursuit of different functions. The national umbrella organization in this family is Healthier United, a nonprofit organization dedicated to building a future in which every American has a fair chance to live a healthy life. Other members include Colorado's Health Capitol, a collaborative workspace that is home to dozens of mission-aligned organizations; Open Answer, who provides direct outreach and field strategy for mission-driven efforts in communities; Healthy Air and Water Colorado, dedicated to addressing climate change for the sake of public health; and Healthier Colorado, who is focused on raising the voices of Coloradans in the public policy process to improve the health of Coloradans. The Archer Group was born into this family out of our need for quality bookkeeping services and our recognition that other nonprofit organizations have that same need.

### **Position Responsibilities**

#### **Accounting & Financial Operations**

- Maintain the general ledger and ensure accurate coding of transactions in accordance with GAAP and nonprofit accounting standards
- Prepare and post journal entries, including accruals and adjustments, as needed
- Perform monthly bank, credit card, and balance sheet account reconciliations, as needed
- Assist with month-end and year-end close processes

## **Accounts Payable & Receivable**

- Process accounts payable, including vendor invoices and expense reimbursements
- Assist with accounts receivable, including invoicing, donations, and pledge tracking
- Reconcile cash receipts and donations

## **Reporting & Compliance**

- Prepare reconciliations of balance sheet accounts
- Assist with the preparation of routine internal financial reports for management
- Assist with budget tracking and variance analysis
- Support annual audits and tax filings (e.g., Form 990) by preparing schedules and documentation
- Ensure adherence to internal controls and accounting policies

## **General Support**

- Maintain organized and accurate financial records
- Assist with process improvements and system maintenance
- Provide accounting support to program and administrative staff as needed

## **Preferred Qualifications**

- Associate's degree in accounting, Finance, or a related field
- 2+ years of accounting experience; nonprofit experience preferred
- Working knowledge of GAAP and nonprofit fund accounting
- Proficiency in Google Suite and Office products
- Strong attention to detail and time management skills

## **Preferred Competencies**

- Excellent organizational, time management, and follow-through skills, as this is a deadline driven role
- Self-directed and results-oriented, handling multiple tasks and deadlines
- Proactive and independent problem solver
- Ability to handle confidential information, including financial information, professionally
- Exceptional ability to communicate technical and financial information to individuals without a financial background
- Excellent analytical skills
- Ability to interact effectively with all levels of management and staff
- Ability to work independently and as part of a team

## **Compensation and Benefits**

### **Compensation**

Salary is commensurate with qualifications and experience. Hourly range is \$29-\$32 per hour.

### **Benefits**

Healthier Colorado offers a very generous benefits package. We value the opportunity for our employees to support their physical, mental, and social health as well as practice a work and life balance. Our benefits package for part time employees include:

- Paid sick time
- Retirement plan participation
- Twelve paid holidays
- Wellness, parking reimbursed

### **Healthier Colorado Non-Discrimination Policy**

The Archer Group is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. The Archer Group does not discriminate in employment or advancement opportunities on the basis of race, sex, color, creed, national origin, ancestry, age, sexual orientation (including gender identity and gender expression), disability or any other characteristic protected by federal, state or local law.

We believe that traditional hiring practices have historically and systemically marginalized entire groups of people — including people of color, people from different socio-economic backgrounds, women, and people in the LGBTQIA+ community, to name a few. We believe that we are better as an organization when we work to deconstruct barriers and build a team that has authentic representation from diverse communities, backgrounds and beliefs. Hence, we strongly encourage qualified candidates from those mentioned, as well as other marginalized communities, to apply for roles within our team.