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JOB ANNOUNCEMENT

Bookkeeper

The Rocky Mountain Immigrant Advocacy Network (RMIAN) is a nonprofit organization that provides free immigration legal services to individuals in immigration detention and to children and their families throughout Colorado.

RMIAN has an immediate opening for a full-time Bookkeeper. This position will report to RMIAN's Vice President of Finance and is responsible for an array of accounting and finance duties including, but not limited to, managing monthly close procedures, day-to-day transactional processing of AP/AR, financial analysis and reporting, as well as budget creation.

The ideal candidate is a highly organized individual with the ability to work independently while also being able to coordinate and collaborate with team members. This position is designed for an individual with 4-7 years or more of finance experience. This position requires extreme attention to detail and organization skills. The ideal candidate has a demonstrated passion for immigrant rights and/or social justice issues and is deeply committed to RMIAN's mission.

Responsibilities:

Accounts Payable

- Management of weekly Accounts Payable Process Including:
 - New Vendor Setup and W-9 Maintenance
 - Review invoices for accuracy, obtain approvals where necessary and input into the general ledger
 - Print checks/set up ACH, obtain signatures/ACH approval, mail checks, file all supporting documentation
- Management of monthly Staff Expense Reimbursements
- Complete annual 1099 reporting for vendors/subcontractors with the IRS

Deposits

- Management of weekly donations
 - Input data (including amounts, donor information and appropriate general ledger account) from checks and ACH into donor database and import from donor database to general ledger
 - Monitoring of bank account for ACH deposits
 - Monitoring of 3rd party giving platforms for donations and initiate transfer of funds

Financial Statements / Month End Close Procedures

- Manage month end close process to ensure accurate issuance of financial statements
 - Collaborate with RMIAN Departments to ensure close inputs are received accurately and timely
 - Reconcile all balance sheet accounts
 - Prepare/post all month end/year end journal entries and financial activity (e.g., payroll, credit card, accrued revenue and expense, prepaids and depreciation)
 - Review all GL accounts prior to close
 - Compile monthly financial statements and provide variance analysis for management and board
- Maintain all accounting files and records including detailed receipts for credit card transactions
- Support annual issuance of audited financial statements

Budgeting

- Support the annual operating budget process, create financial models and input budget information into QB for reporting

Required skills and experience:

- Detail oriented with the ability to work independently on multiple tasks at once
- Organize documentation both electronically and physically
- Quality and accuracy driven
- Proficiency with QuickBooks
- Proficiency with Excel skills, including functions such as lookups and pivot tables
- Ability to maintain an effective level of business literacy about the organization and apply a critical/analytical approach to business decisions
- Ability to maintain a high degree of confidentiality on sensitive personnel and organizational matters
- Ability to engage in team meetings as a way to develop and leverage relationships within and across work groups to achieve results
- Strong written and verbal communication skills
- Ability to prioritize activities and work in self-directed manner against tight deadlines in a team-oriented environment
- Proficiency with Microsoft Office and Google Docs
- Demonstrated passion for the RMIAN mission and values.
- Preference for experience with GAAP and general ledger accounting
- Bachelor's Degree in Accounting or related field or the cumulative of related experience preferred
- Non-profit experience preferred
- 4-7+ years relevant experience preferred

Location:

- This position is based out of RMIAN's office located in Westminster, Colorado. RMIAN currently operates on a hybrid remote/in-person model, and this position will require a minimum of two full days per week of in-office work.

Compensation:

- This is a full-time, salaried, exempt position. Salary is commensurate with experience; the range is between \$60,000-\$68,000. Salary includes a generous benefits package which includes:
 - Generous paid time off with 15 days of vacation in the first year of employment and an additional 2 days for each additional year of employment, 10 sick days, 11 Federal holidays, plus an annual week-long holiday office closure;
 - Excellent health insurance (100% covered by RMIAN);
 - Dental & vision insurance (90% covered by RMIAN);
 - Life insurance & professional liability insurance (100% covered);
 - Professional development funds and opportunities;
 - Eligibility to participate in RMIAN's Simple IRA retirement plan (RMIAN matches 4%)
 - Eligibility to participate in RMIAN's flexible spending plan; and
 - Eight-week sabbatical after five years of employment

If this profile calls to you, please send your resume and a cover letter that explains why this role is a great fit for you to hr@rmian.org.

Applicants are encouraged to apply as early as possible. Interviews will be conducted on a rolling basis until the position is filled.

RMIAN is an equal opportunity employer and recognizes the importance of diversity in the workplace. We encourage applications from people of color, immigrants, women, members of the LGBTQ community, and other underrepresented and marginalized groups. RMIAN does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, disability, marital status or veteran status. We are committed to providing an inclusive and welcoming environment free from discrimination.

Visit us at www.rmian.org.