

Job Title: Accountant
Reports to: Director of Finance
Supervises: None
FLSA Status: Exempt
FTE: Full-time

About Caring for Colorado:

Caring for Colorado is a health foundation that funds programs, organizations, and systems that help young people and their families successfully navigate the adolescent period. Through collaborative partnerships, shared knowledge, and grantmaking, we work with communities to address the root causes of health inequities. We implement strategies designed to unlock the potential within every young person in Colorado and offer them opportunities to live full and happy lives.

We are looking for staff who will bring our values of hope, service, inclusion, and integrity into their daily work and are deeply committed to our mission of creating equity in health, well-being, and opportunity for Colorado's young people and their families on a personal and professional level. At Caring for Colorado, we believe social change happens when people with a wide range of backgrounds, experiences, and identities come together with a common purpose. Our staff bring their knowledge, creativity, and passion to work every day for Colorado families. We have a statewide presence with physical offices in Denver and Pueblo.

Position Summary:

The Accountant is primarily responsible for supporting the Director of Finance, carrying out the Foundation's accounting function, and maintaining internal controls. The position requires an ability to apply advanced mathematical concepts to ensure financial and accounting accuracy, reliability and analysis; an ability to define problems, collect data, establish facts, and draw valid conclusions; and an ability to explain and present financial information.

This position requires exceptional attention to detail, discretion, and adherence to established processes and policies, along with the ability to demonstrate expertise in finance management.

Essential Duties and Responsibilities:

ACCOUNTING & FINANCE

- Conduct accounts payable and accounts receivable procedures with accuracy and timeliness.
- Process payroll and related transactions in coordination with human resources and the SVP Operations.
- Perform monthly, quarterly, and year-end close procedures, including journal entries and reconciliations.
- Reconcile bank accounts, subledgers, and supporting systems of grants management and donation management.
- Support the development and maintenance of accounting workflows with adherence to internal controls.
- Support the quarterly overhead and annual functional expense allocation processes.
- Assist with the preparation of audit schedules and tax filings by working with external auditors, providing materials, and preparing filing documents.
- Maintain fixed asset schedules, depreciation records, and lease documentation with accuracy.
- Ensure proper fund accounting and reconcile restricted grant activities.
- Maintain a strong internal control structure to safeguard assets and ensure accuracy in financial reporting.
- Responsible for processing monthly credit card transaction downloads, record keeping, and payment processing, resulting in accurate maintenance of the corporate credit card system.

REPORTING

- Support the annual budgeting process and periodic forecasting by preparing background materials, templates, and data reporting.
- Assist with the preparation of quarterly financial statements.
- Assist with creating relevant financial information for clear and effective board and committee presentations.
- Prepare and submit 1099 forms in compliance with IRS regulations.
- Complete required census and corporate filings with accuracy and on time.

INVESTMENTS

- Record monthly investment activity and maintain investment schedules.
- Maintain investment records.
- Support monitoring and other due diligence associated with mission-related investments.

CROSS-DEPARTMENTAL SUPPORT

- Support and train staff in relevant accounting processes such as time and expense reporting and expense coding.
- Ensure adherence to the organization's finance policies and procedures and collaborate with all staff to ensure financial compliance and sound practices.
- Assist in documenting, updating, creating, and maintaining finance policies.
- Play a key role to supporting and ensuring compliance with applicable laws and regulations
- Support accurate vendor management and recordkeeping in partnership with the Operations and Projects Manager

In Your First year, You Will:

- Build trusted relationships with the Director of Finance, SVP Operations, leadership team, and staff by demonstrating reliability, accuracy, and collaboration.
- Demonstrate proficiency in Sage Intacct and other financial systems; streamline workflows to ensure timely and accurate monthly closes, reconciliations, and reporting.
- Successfully support the annual audit, budget process, and preparation of financial statements for leadership and the board.
- Consistently manage accounts payable, payroll, investment activity, and compliance filings with accuracy and adherence to internal controls.
- Support the implementation of process improvements in Sage Intacct to enhance system efficiency.

Knowledge, Skills, Experience, and Abilities

Required Experience and Abilities:

- Bachelor's degree in accounting or equivalent plus three (3) years of relevant accounting experience
- Strong understanding of Generally Accepted Accounting Principles (GAAP)
- Advanced proficiency in Microsoft 365
- Demonstrated experience supporting annual audits, audit prep, public accounting
- Knowledge of payroll processing or human resources integration
- Clear ability to articulate financial information through presentations or reports
- Excellent technical skills and ability to quickly learn new software and evaluate emerging technologies.
- High level of initiative, adaptability, and judgment; ability to work independently and collaboratively in a dynamic environment.
- Excellent interpersonal skills with the ability to balance collaborative team projects with individual responsibilities.
- Excellent attention to detail and proven critical thinking skills.

Desired Experience

- Proficiency in Sage Intacct
- Exceptional Excel skills
- Understanding of nonprofit accounting principles
- Understanding of investment accounting or private equity schedules

Work Environment

- Work is performed out of the CFC Denver office with potential on-site visits to the Pueblo office.
- Work is generally performed within an office environment, with standard office equipment available.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Office hours are Monday – Friday, 8:30 am – 5:00 pm.

- Caring for Colorado offers a flexible and hybrid work environment dependent on the organization's needs. Up to two days per week of remote work, generally on Wednesday and Friday, may be considered and are determined based on the job's purpose and the organization's needs.
- Out-of-office travel is expected occasionally, with overnight stays and long-distance driving.
- To be considered for employment, the candidate must pass a background check and maintain a driver's license.

Salary and Benefits

- Salary is \$65,500- \$78,000 for a full-time equivalent position. Salary will be based on experience.
- Caring for Colorado offers a comprehensive benefits package including 401K, medical and dental benefits, life and disability insurance, a family-friendly work environment, and generous PTO, wellness weeks, and paid holidays.

Timeline and Application Process

To learn more about Caring for Colorado, visit: www.caringforcolorado.org. Caring for Colorado is an equal opportunity employer with a mission to create equity in health, well-being, and opportunity for children, youth, and families.

To apply, send a cover letter and resume to careers@caringforcolorado.org and state Accountant in the subject line. No phone calls, please.

The position is open until filled with a preferential review of applications submitted by October 15, 2025.

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.