



## Accountant

The Western Colorado Community Foundation manages \$85 million in assets and awarded \$4.5 million in grants and scholarships last year (2019). This growing charitable foundation headquartered in Grand Junction, CO and serving seven rural counties in Western Colorado seeks a strong accountant to join our staff team. For more information on our mission, purpose and projects, visit [wc-cf.org](http://wc-cf.org).

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**Job Overview:** Our Community Foundation is seeking a hands-on and experienced Accountant to conduct the organization's accounting, tax and financial management activities, in accordance with industry best practices, policies and procedures, and with an eye toward increasing operational effectiveness and efficiencies as the organization grows.

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### **Primary Job Responsibilities**

Process day-to-day accounting and tax activities, including accounts payable, GL, gift entry, grant/scholarship entry, oversight of checking deposits, payments and credit cards, investment transactions and other routine financial tasks.

Prepare reports for monthly cash needs and manage deposits and transfers to insure sufficient funds for operations and grant distributions.

Collect and reconcile monthly reports from banks and Investment Manager(s). Reconcile quarterly LLC and trust accounts. Generate internal financial reports and cross check for accuracy.

Prepare a variety of reports, including financial statements, for review by Executive Director and presentation to the WCCF Finance Committee and WCCF Board of Directors.

Ensure that donor Fund Statements are accurately prepared and promptly distributed.

Provide support to payroll and benefits administration (including health and retirement programs).

Assist management team with the budget preparation and monitoring process (\$1 million operating budget).

Assist with treasury functions, including cash flow and investment administration.

Oversee external reporting: the IRS Form 990 and attachments, all IRS reporting requirements are met for non-cash assets held by WCCF: LLCs, S corporations, real estate, trusts. Maintain registration and licensing requirements of the Secretary of State.

Prepare for and manage all documentation for the annual independent audit process and 990.

Ensure compliance with all internal controls.

Keep apprised of current accounting, tax, nonprofit and community foundation rules and regulations, integrating into operating processes and procedures as appropriate.

Ensure all reporting requirements are met and that the foundation is in compliance with all applicable laws and regulations.

Prepare information and report to peer organizations like Colonial Consulting (quarterly investment performance) and Community Foundation groups such as Council on Foundations.

Other: Actively participate in software selection and conversion process.

### **Supervision and Reporting**

The Accountant will report to the President and Executive Director and WCCF Board Treasurer. The Accountant will work closely with the Administration and Database Manager.

### **Job Qualifications**

Bachelor's Degree in business, management, finance or accounting.

Strong accounting background and at least 8 years of accounting experience in increasingly complex roles and/or business environments.

Knowledge of accounting and tax principles and fund accounting related to nonprofit organizations.

Advanced computer skills and experience with multiple accounting software applications.

Demonstrated ability to learn new software programs (we use a field-specialized program that integrates donor profiles, fund accounting, G/L, investment reconciliation and grants/scholarships modules).

Solid understanding of investments and their reporting.

Detail oriented with a solid knowledge of accepted accounting practices and financial accounting standards. Ability to multitask, prioritize, work independently and set own deadlines.

Interest in organization's philanthropic mission and commitment to learn specialized rules and regulations of the Community Foundation field.

### **Compensation and Benefits**

Starting annual salary of \$55,000 to \$65,000 based on experience.

Excellent benefits, including vacation, sick and holiday leave, health insurance, dental and vision insurance options, and contributions to a retirement plan.

Flexible and friendly work environment and exciting mission.

### **Working environment**

Must be available and willing to work evenings and weekends on occasion, especially at quarter and year-end.

### **Application Instructions**

Email your cover letter explaining interest in the position and resume with "Accountant Position" in the subject line to [jobs@wc-cf.org](mailto:jobs@wc-cf.org).

No phone calls please.