POSİTİON DESCRIPTION

TITLE: Accounting & Payroll Specialist
DEPARTMENT: Finance & Operations
REPORTS TO: Controller
Exempt

The Colorado Trust
The Colorado Trust (The Trust) is a grantmaking foundation dedicated to ensuring all Coloradans have the opportunity to thrive. When the nonprofit PSL Healthcare Corporation was sold to a for-profit organization in 1985, the proceeds of the sale were used to create The Trust. Since then, The Trust has provided funding and resources to people and organizations across Colorado that are working to make positive changes in their communities. We work side by side with Coloradans, including people who have been left out of decision-making and are directly impacted by hardships. The Trust also provides grants and support to organizations advocating for local and statewide policies that have a positive impact on people's well-being.

The Trust strives to maintain a diverse workforce that reflects the communities we serve.

General Description
The accounting & payroll specialist has responsibility for accounting duties and payroll processing within the Finance department in support of all areas of The Trust. This includes processing monthly and other journal entries, recording investment transactions (including capital calls, distributions, redemptions and new investments), reviewing statements to record the increase or decrease in market value of the fund, and recording fixed asset depreciation. The accounting & payroll specialist serves as an employee at will of The Trust.

Accounting Responsibilities
- Review the investment portfolio’s monthly/quarterly capital statements; calculate and journalize changes in the value of funds
- Reconcile portfolio statements to the general ledger accounts and prepare appropriate journal entries to update the investment portfolio
- Prepare monthly investment and cash bank reconciliations
- Make electronic bank deposits and journalize as needed
- Prepare, remit and journalize entries for transfers, capital calls, disbursements, etc. to the custodian banker
- Provide investment managers changes to approved fund signatories and statement distribution lists
- Prepare electronic asset allocations to update the market value of funds
- Scan all investment transactions, reconciliations and statements into shared database
- Forecast and accrue investment management fees
• Reconcile quarterly investment manager reports with the general ledger
• Assist with accounts payable, including setting up new vendors, reviewing invoices/expenses for coding and overall accuracy, stop payments, research and running reports
• Serve as primary backup to the accounts payable specialist
• Assist with audit fieldwork and other duties, as necessary.

**Payroll Specialist Responsibilities**

• Electronically process bimonthly payroll in a timely and accurate manner
• Maintain payroll information, including updating deductions and benefit changes as necessary
• Calculate and set up time allowed for paid time off, vacation, floating holidays and health reimbursement accounts for new or departing employees
• Upload the general ledger entry download from the payroll system into the accounting software
• Calculate employees’ first and final paychecks
• Calculate, record and track short-term disability payments for staff
• Process all employee benefit invoices and record invoices for payment in the accounting software
• Assist staff in submitting leave requests in the system and in timesheet adjustments, as appropriate
• Upload/scan all payroll reports into Microsoft Teams.

**Other Responsibilities**

• Respond to inquiries regarding accounting and finance in a timely and accurate manner
• Maintain knowledge of The Trust’s funding programs and strategies
• Represent The Trust to external and internal constituencies as needed
• Participate in staff trainings and other efforts intended to improve The Trust’s alignment with our organizational values of diversity, equity and inclusion
• Carry out other duties as assigned from time to time.

**Qualifications**

• A degree in business, accounting or finance; or equivalent career and/or life experience
• Strong Microsoft Suite experience
• Ability to operate accounting computer hardware and software for The Trust and manage interfaces between accounting software packages
• Ability to create spreadsheets that detail financial information
• Ability to read, understand and identify key financial information from custodian and individual investment manager reports
• Ability to maintain a cooperative, supportive and amiable relationship with other Trust staff members
• Ability to quickly learn an organization’s structure, departments and their interactions
• Ability to maintain a confidential stance with respect to the business and affairs of The Trust and those with whom it has relationships.

**Personal Attributes**

• Passion for and commitment to The Trust’s health equity vision, and its mission of
advancing the health and well-being of the people of Colorado

- Ability to communicate effectively and respectfully with people of diverse backgrounds, especially across race, ethnicity, gender and class
- Commitment to issues of community, diversity, equity, integrity, and social and racial justice
- Comfort serving collaborative teams of colleagues both on-site and remotely
- Ongoing commitment to improving skills and knowledge acquisition
- Ability to handle confidential issues with discretion
- Action-oriented, self-starter work who can work well independently and in teams
- Creative and proactive problem-solver with a focus on solutions
- Ability to effectively manage time and meet deadlines.

**Salary Range**

$65,100 - $85,000 annually. The Trust offers its employees a comprehensive and competitive benefits package, including medical and dental coverage, retirement plan, group life insurance and paid time off.

**To Apply**

Please apply via The Trust’s [online application system](#). Registration is not necessary to use this system. Document uploads maybe required. The application system is currently only available in English; applicants who prefer to apply in Spanish may [apply via email](mailto:) if needed. All other applications must be received via the [online application system](#). Please [contact us](mailto:) with any questions you may have.

**The deadline to apply for this position is end of day on Friday, April 30, 2021.**

The Trust seeks talented, team-oriented individuals, dedicated to our goal of advancing the health and well-being of the people of Colorado. Additionally, as an Equal Opportunity Employer, we welcome a diversity of perspectives and experiences among our staff. For more information, please visit [www.coloradotrust.org](http://www.coloradotrust.org).