## POSITION DESCRIPTION

**POSITION TITLE:** Contracts & Payable Coordinator  
**DEPARTMENT:** Finance & Operations  
**REPORTS TO:** Grants Finance & Compliance Manager  
**STATUS:** Full-time, non-exempt

### The Colorado Trust
The Colorado Trust (The Trust) is a health equity foundation dedicated to ending inequalities that affect racial, ethnic, low-income and other vulnerable populations. 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 worked closely with communities and nonprofit organizations throughout the state to improve the health and well-being of Coloradans.

The Trust strives to maintain a diverse workforce that reflects the communities we serve and aims to build an organizational culture that reflects our commitment to equity.

### Overview
The contracts & payable coordinator is responsible for entry-level accounting, contract and grant management support within the Finance & Operations Department at The Trust. This person shall assist in the processing, tracking and execution of various grants, contracts, payments and expenses. The contracts & payable coordinator bridges the grants management and accounting work of the Finance & Operations Department, and shall perform detail-oriented operational work in support of the broader, mission-driven efforts of The Trust. The contracts & payable coordinator is an at-will employee of The Trust.

### Responsibilities

#### Contract management
- Create contracts for grants, consultants and independent contractors based on needs of staff by using templates in the grants management database
- Circulate contracts for signatures/approvals
- Follow up with contractors/grantees if they incorrectly complete the contract form or more information is needed
- Attach and track contracts and contract invoices in the grants management database.

#### Grant management
- Process staff matching, trustee directed and staff directed grants by managing the administration of the grant cycle from application to closing, ensuring that grant requirements are met and payments are appropriate; serve as point of contact for staff and trustees on these matters
- Process event sponsorship requests, including due diligence, approval and payment processes, and notifications to applicants; manage regional sponsorship budgets and event sponsorship benefits; serve as point of contact for applicants on these matters
- Provide database support by assisting contractors, grantees and trustees with working in
the database portal, collecting necessary information and correcting issues.

**Payments for grants and contracts**
- Enter payment coding in system
- Process payments for approval through the system workflow
- Generate payment reports for accounts payable processing
- Generate letters for matching and directed grants to be sent to grantees.

**Tracking grant reports and consultant deliverables**
- Process submitted reports or deliverables in system
- Confirm that report dependencies have been met in order to proceed with payments
- Following-up on unsubmitted reports or deliverables
- Handle email reminders

**Accounting**
Within our accounting system, the contracts & payable coordinator will:
- Review all invoices and return or approve, as needed
- Convert invoices to payments
- Select vouchers for payment and apply credits, as needed
- Create new vendors and obtain W-9 information, as needed
- Modify vendor change of addresses, including system payments when returned
- Troubleshoot all returned checks, including both system and invoice returns
- Return phone calls when questions about invoice and system payments occur.

**Payment and expense processing**
Within our expense management system, the contracts & payable coordinator will:
- Review receipts for related expense reimbursements
- Return expense reports with issues to the appropriate employee for correction
- Approve and process each batch of expense reports
- Import expense reports into system
- Apply credits/prepaids as needed
- Verify each payment for dollar amount accuracy
- Reclass system invoice-coding errors.

**Supervisor Relationship**
The person designated to provide supervision of this position and from whom they shall take direction in all matters relating to carrying out duties and responsibilities in this Position Description is the Grants Finance and Compliance Manager. This is a non-exempt position.

**Qualifications**
The contracts & payable coordinator shall be a person who:
- Holds a high school diploma; bachelor’s degree preferred, but not mandatory; commensurate professional experience will also be considered
- Has a minimum of two years of experience in accounting, expense tracking, financial transactions, contracting or grants management
- Has demonstrated experience with accounting systems and software
- Has experience with grant and customer relationship management, contract management or grants databases
- Is proficient in Microsoft Suite applications
- Possesses excellent written, verbal, organizational, listening and communication skills
- Has excellent multi-tasking skills and clear attention to detail
- Enjoys working collaboratively across teams as well as independently
- Possesses the ability to problem-solve and follow-up appropriately on procedural issues
- Can maintain a confidential stance with respect to the business and affairs of The Trust and those with whom it has relationships.

**Salary Range**
$57,125 annually. The Trust offers employees comprehensive and competitive benefits packages.

**To Apply**
Please submit a detailed letter of interest and résumé. Electronic submission by email to humanresources@coloradotrust.org is preferred. Alternatively, submissions may be sent via fax to (303) 839-9034; or, via mail to:

The Colorado Trust
Attn: Human Resources
1600 Sherman St.
Denver, CO 80203

**The deadline to apply for this position is end of day on Monday, March 30, 2020.**

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.