



*A Health Equity Foundation*

## POSITION DESCRIPTION

**POSITION TITLE:** Accountant  
**DEPARTMENT:** Finance & Operations  
**REPORTS TO:** Controller  
 Non-Exempt, Full-Time

### **The Colorado Trust**

The Colorado 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 sale proceeds were used to create The Colorado Trust. We partner with organizations across Colorado that are working to make positive changes for people and communities. We provide funding and other resources to help every person living in Colorado have the opportunity to live a long and healthy life. Our grants support organizations and efforts focused on direct services, policy advocacy, community building, public education and more. We work side-by-side with grantees and community members to ensure grants are solution-based and effective.

The Colorado 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 diversity, equity and inclusion.

### **General Description**

The accountant works with the controller and Finance & Operations Department colleagues to assist with general accounting tasks supporting all organizational functions. The accountant manages the accounts payable function and prepares reconciliations and journal entries for the monthly close process. The accountant works closely with the accounting manager and controller to complete other accounting tasks as assigned. This position will generally work from The Colorado Trust office in Denver at least two days per week and remotely for the remainder.

### **Responsibilities**

#### Accounts Payable

- Manage the organization's accounts payable function, including vendor and grantee payments and employee travel and expense reporting
- Set up and request new credit card accounts for new hires
- Manage Concur, the organization's travel and expense system; add new users, manage profiles, and maintain up-to-date coding settings
- Serve as the point of contact for questions relating to travel bookings, expense reports, and credit cards; manage communications with colleagues and our Concur and travel management company representatives
- Review all monthly employee expense reports to ensure proper general ledger coding, supporting documentation, and compliance with the travel and expense policy
- Manage Corpay, the organization's vendor management system; update contacts, addresses and payment methods, and submit support tickets as needed

- Review all invoices to ensure proper general ledger coding and overall accuracy
- Serve as the point of contact for questions regarding invoices and payments; manage communications with colleagues, vendors and grantees
- Process and submit vendor payments for approval on a semi-monthly basis
- Collaborate with the grants management coordinator to ensure all planned grant payments are appropriately included in the payment run, cross-checking information between Corpay and Fluxx, the grants management system
- Maintain an outstanding checklist to follow up with vendors on old, outstanding checks and to assist the controller with cash flow management
- Process and record voided payments in Corpay, Sage Intacct (the accounting software) and the foundation's bank account, including stale checks and ACH returns
- Send routine reminders to colleagues regarding expense report submissions and invoice approvals, following up on overdue items as needed
- Prepare year-end vendor reports for the annual Form 1099 and Form 1096 filings.

#### General Ledger and Other

- Manage the organization's fixed asset module in Sage Intacct; post depreciation expense, record additions and disposals, and reconcile the subledger monthly
- Reconcile various balance sheet accounts monthly, including (but not limited to) cash and credit card accounts, prepaid expenses, other receivables, fixed assets, accounts payable, and accrued expenses; post journal entries for adjustments
- Record all bank transactions in Sage Intacct, including direct withdrawal payments, deposits, payroll, retirement plan contributions, and investment transfers, withdrawals and receipts
- Routinely monitor bank activity to account for transactions and identify any unusual activity
- Complete monthly and year-end close tasks as directed by the controller
- Assist with audit and tax preparation as directed by the controller
- Maintain an understanding of the organization's mission, vision, values and funding initiatives
- Participate on teams and in staff meetings and trainings, and professional development activities as requested
- Perform other duties as assigned.

#### **Qualifications**

##### Required

- Three or more years of professional experience in accounting, finance or a related field
- Bachelor's degree in accounting, finance or a related field
- Experience with managing an accounts payable function, including managing vendor relationships and communications
- Experience with performing general ledger accounting tasks, including preparing reconciliations and posting journal entries
- Ability to communicate accounting matters to lay audiences
- Proficiency with Microsoft Office (e.g., Word, Excel, Teams, PowerPoint, SharePoint), primarily Excel, and accounting software applications
- Ability to organize and prioritize multiple deadlines and tasks
- Ability to maintain cooperative, supportive and amicable relationships with other Colorado Trust staff members
- Ability to maintain confidentiality concerning the business and affairs of The Colorado Trust and those with whom it has relationships

- Ability to travel by car and plane (local, in-state, or out-of-state) for occasional required business trips (may include overnight trips)
- Ability to work from The Colorado Trust's Denver office at least twice a week and as needed for events

#### Desired

- Experience with Sage Intacct accounting software.

#### **Personal Attributes**

- Passion for and commitment to The Colorado 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 fairness
- Eagerness to continuously learn, improve, and seek out innovative solutions
- Action-oriented, self-starter who can work well independently and on teams
- Ability to serve collaborative teams of colleagues both on-site and remotely
- Detail-oriented with an emphasis on the accuracy and integrity of financial reporting.

#### **Supervisor Relationship**

The person designated to supervise the accountant is the controller.

#### **Compensation**

\$38.50 – \$43.25 per hour, with a schedule of 40 hours per week. This is a full-time, exempt position. The Colorado Trust offers its employees a comprehensive and competitive benefits package, including medical, vision and dental insurance, a retirement plan, group life insurance and paid time off.

#### **COVID-19 Vaccination Requirement**

All Colorado Trust employees are required to be up-to-date on COVID-19 vaccinations and provide documentation to this effect. Employees must provide proof of vaccination within two weeks of their first day of employment at The Colorado Trust. Exemptions to this requirement due to medical reasons or religious beliefs will be considered under our Reasonable Accommodation policy.

#### **To Apply**

Please apply via The Colorado Trust's [online application system](#). **Applications will be accepted until the position is filled, but priority consideration will be given to those received by 5 p.m. MST on May 6, 2024.** Please [contact us](#) with any questions you may have.

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