



*A Health Equity Foundation*

## POSITION DESCRIPTION

**POSITION TITLE:** Accounting Manager  
**DEPARTMENT:** Finance & Operations  
**REPORTS TO:** Controller  
 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 accounting manager works with the controller and other Finance & Operations Department colleagues to assist with general accounting tasks supporting all organizational functions. The accounting manager manages the recording of the institutional investment portfolio, impact investment portfolio, and payroll processing. The accounting manager assists the controller with financial reporting needs and budget processes and supervises the accountant. This position will generally work from The Colorado Trust office in Denver at least two days per week and remotely for the remainder.

### **Responsibilities**

- Manage access to online accounts and email distribution lists for all of the organization's investment fund managers; manage proper document storage for all transactional and reporting needs in SharePoint
- Record journal entries for monthly and quarterly investment gains/losses and income/expenses based on fund manager statements
- Record journal entries for investment cash transactions, including capital calls, distributions and redemptions
- Prepare the quarterly investment reconciliation
- Oversee and track the receipt of annual confirmations, audited financial statements and Form K-1s for all fund managers
- Manage the impact investing portfolio in collaboration with the grants manager
- Prepare interest payment schedules for new program-related investments (PRIs); record

recurring interest-income journal entries and follow up with community partners on outstanding interest receivable balances

- Complete initial and annual due diligence and risk assessments for PRIs in collaboration with the grants manager
- Reconcile the PRI and interest receivable schedule monthly
- Serve as the point of contact for our PRI partners for all accounting-related matters
- Maintain payroll policies and procedures, recommending changes as needed to maintain efficiency as well as legal compliance and best practices
- Upload and remit retirement plan contributions to the recordkeeper
- Record monthly benefit invoices in Sage Intacct, the accounting software, ensuring proper departmental allocation
- Manage the financial components of the flexible spending and health reimbursement accounts, ensuring proper calculation of year-end rollovers and reconciliation of the liability accounts
- Prepare information needed for annual nondiscrimination testing and Form 5500 preparation
- Manage internal financial reporting needs, including preparing reports for audit and investment committee meetings, departmental budget-to-actuals, and annual financial statements; establish and maintain dashboards in Sage Intacct for financial reporting ease
- Manage the annual budget process and worksheets in collaboration with the controller, including importing the data into the budgeting software
- Complete monthly and year-end close tasks as directed by the controller
- Assist with audit and tax preparation as directed by the controller
- Serve as a resource to the accountant (e.g., answer questions, assist with tasks, direct work in the controller's absence)
- 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**

- Five or more years of professional experience in accounting, finance or a related field
- Bachelor's degree in accounting, finance or a related field
- At least one year of experience in an accountant role or nonsupervisory management role
- Solid understanding of generally accepted accounting principles in the U.S.
- Ability to communicate accounting matters to lay audiences
- Experience with managing the investment and payroll functions of an accounting team
- Proficiency with Microsoft Office (e.g., Word, Excel, Teams, PowerPoint, SharePoint), primarily Excel, and accounting software applications
- Ability to work autonomously and independently manage projects
- Ability to organize and prioritize multiple competing 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

- Previous experience in nonprofit accounting
- Experience with Sage Intacct accounting software and Paylocity payroll software
- Certified public accountant license.

#### **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
- Highly organized and able to coordinate and complete multiple, simultaneous assignments across different teams
- Eagerness to continuously learn, improve, and seek out innovative solutions
- Action-oriented, self-starter who can work well independently and in 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 accounting manager is the controller.

#### **Compensation**

\$95,000 – \$110,000 annually, 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).