



## Accountant

The Western Colorado Community Foundation (WCCF) manages over \$110 million in assets and awarded \$4.7 million in grants and scholarships in 2020. This growing charitable foundation is headquartered in Grand Junction, CO and serves seven counties in Western Colorado. We currently have ten staff members.

The Accountant position is a crucial part of the Administrative Team at WCCF, allowing for continued company growth. This position performs weekly, monthly, quarterly, and annual duties such as those listed below:

**Position Type:** Hourly (Non-Exempt)  
Typical Hours are: 8AM-5PM, Monday thru Friday  
40 Hours Per Week  
Occasional availability and willingness to work evenings and weekends at quarter-end, year-end, and other projects as needed

**Location:** 225 North 5<sup>th</sup> Street, Grand Junction, CO

**Travel Required:** Yes (Must provide copy of Driver's License and Proof of Insurance Annually)  
Travel to/from home, limited travel in seven county area in Western Colorado, and limited overnight travel.

**This position includes:** Major Medical (Employer paid 1<sup>st</sup> of the month following 30 days of employment); Dental and Vision (Employee paid 1<sup>st</sup> of the month following 30 days of employment); Flexible Spending Account; Dependent Care; 403B (can contribute after 30 days of employment and WCCF will contribute 5% of salary after one year of employment); 9 Paid Holidays Annually; Vacation per offer letter.

**Supervision and Reporting:** Reports to Controller.

### **Job Duties:**

#### **Gift Posting**

- Enter gifts into accounting software and reconcile to the bank deposits weekly
- Drawdown, enter, and reconcile online gifts weekly or as needed

#### **Accounts Payable Processing**

- Reconcile credit card and vendor statements
- Maintain, input, and pay vendor invoices timely

#### **Administrative Support**

- Maintain filing and scanning for Finance Department
- Provide phone/front desk support as needed

## **Accounting Duties**

- Verify weekly deposits and provide backup as needed
- Record routine monthly journal entries
- Reconcile bank and liability accounts monthly
- Prepare monthly Cash Call processing support
- Reconcile Fund Statements; quarterly, semi-annually, annually
- Assist with the annual financial statement audit and additional audits as needed
- Assist with the compilation of the 990, 5500, annual budget, quarterly financial statement packages, and other ad hoc reports as needed
- Assist in the implementation and maintenance of financial related systems and processes
- Other accounting and administrative duties as assigned

## **Skills and Job Qualifications:**

Bachelor's Degree in finance, accounting, or another related field.

At least 3 years of accounting experience in a similar role

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

Detail oriented and organized with the ability to follow company procedures, multitask, prioritize, work independently, and meet set deadlines.

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

**Education Requirements:** Bachelor's degree preferred.

## **Compensation and Benefits:**

\$22.00 to \$26.00/hour based on experience.

Flexible and friendly work environment and exciting mission.

## **Application Instructions:**

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

Position will remain open until filled.