

Creating communities of hope and healing



b r e n t e l e y
f o u n d a t i o n

POSITION: Accounting Manager

REPORTS TO: Controller

GENERAL SUMMARY:

The Brent Eley Foundation, a hospitality house for children with cancer and their families, also known as Brent's Place, is growing and seeking a full time Accounting Manager. The Accounting Manager is a key member of the finance & administrative team and contributes exceptional Accounting and Finance knowledge as well as collaboration, innovation and positivity to our Brent's Place team. This is a hands-on role that will include active involvement and interaction with our Family Services and Development teams. The Accounting Manager will fulfill and convey to all internal and external customers the Brent Eley Foundation values of Compassion, Integrity, Respect, Responsibility and Quality of Life.

RESPONSIBILITIES INCLUDE:

Ensure that Accounting and Reporting systems are in compliance with appropriate GAAP standards. Ensure accuracy and transparency in the accounting function and adherence to internal controls. Ensure compliance with relevant financial, federal, state, and local agency regulations.

ACCOUNTING:

- * Manage all Income (earned, un-earned, and in-kind), including opening mail with Executive Assistant and tracking all money received
- * Data entry: Code and enter all revenue transactions in QuickBooks and all monetary Gifts in DonorPerfect, including coordination with Receptionist/Office Assistant to properly record all in-kind donations
- * Work with Family Benefits & Revenue Coordinator as needed to create Earned Income invoices. Work with Development Team as needed to record and create Pledges
- * Make bank deposits via Desktop Deposit and at the bank
- * Track and properly account for Donations received with Donor Restrictions
- * Conduct timely and complete monthly close, including posting Depreciation, Bi-weekly Payroll, Prepaid Expense, In-Kind Donations, and Accrual Journal Entries
- * Assist Controller with documentation and monitoring of internal controls

FINANCIAL REPORTING & BUDGETING:

- * Analyze GL accounts, prepare account reconciliations, research and correct account discrepancies
- * Generate & review monthly financial statements, including budget vs actual variance reporting, and quarterly lender compliance packages
- * Generate year-end Colorado Child Care Tax Credit Forms
- * Respond to ad hoc financial information requests
- * Assist Controller with annual Financial Statement Audit, Regulatory audits, Tax Returns and Annual Report
- * Assist Controller with annual Budget development
- * Assist Controller with any other presentations or reports to internal or external customers

PERSONNEL & OPERATIONS

- * Oversee and coordinate employee insurance and benefits programs
- * Maintain the organization's liability insurance programs
- * Manage compliance with all lease agreements and contracts

EDUCATION & EXPERIENCE REQUIREMENTS:

- * Bachelor's Degree required, concentration in Accounting or Finance preferred
- * Minimum of five years of experience, including strong background in accounting/bookkeeping, budgeting, and cash management
- * Nonprofit experience required
- * Experience with and advanced knowledge of QuickBooks accounting software required. Experience with DonorPerfect donor database a plus
- * Proficient use of Microsoft Office, and a high level of experience using Excel

KNOWLEDGE, SKILLS AND ABILITY QUALIFICATIONS:

- * Strong sense of personal responsibility in achieving the Brent Eley Foundation Mission and Goals
- * Demonstrated understanding of non-profit financial standards, GAAP, and financial reporting
- * Self-directed and demonstrated ability to set priorities, adjust to the unexpected, and meet deadlines
- * Proven problem solving and decision making skills with the ability to prioritize
- * Curiosity for learning, patience with process, and comfort with change
- * Comfortable working in a highly participatory and open work place
- * Ability to build relationships with people of diverse backgrounds, perspectives and cultures
- * Strong integrity, discretion, high ethical standards and ability to maintain confidentiality
- * Demonstrate a positive, "can do" attitude
- * Clean motor vehicle record and the ability to lift in excess of 25 pounds

COMPENSATION:

The Accounting Manager position is a salaried full time exempt position subject to the personnel policies of the Brent Eley Foundation. Compensation will be commensurate with experience. A comprehensive benefits package including vacation leave, sick leave, holidays, medical, dental, vision, disability and life insurance, and retirement plan contribution is available.

We thank all applicants for their interest.

Only those selected for an interview will be contacted. Resumes will be accepted until the position is filled.

To be considered, please provide a letter of interest, resume and salary range requirements via email to:

jobs@brentsplace.org

Or mail to:

Brent's Place

Attn: Barb Heverly, Controller

11980 East 16th Avenue

Aurora, CO 80010

www.brentsplace.org