

## Accounting Assistant

May 2023

### **Organization Overview**

At the Buell Foundation, we invest in Colorado's future every day.

We do this by partnering with programs and organizations to ensure that there is a quality system in place that allows all children to be valued, healthy, and thriving. The Foundation provides funding in two primary areas of interest: early childhood education and development and comprehensive sex education. The Foundation was established in 1962 by noted Denver architect and philanthropist, Temple Hoyne Buell.

### **Position Summary**

The Accounting Assistant supports the financial activities of the Foundation and is responsible for a range of tasks and projects that ensure effective and efficient financial operations. This full-time position is non-exempt and based in the Foundation's Denver Office.

The ideal candidate is well-organized, flexible, proactive in completing tasks, is a quick learner and enjoys supporting and working with a diverse group of stakeholders including Board members, grantees, staff and other external partners. This position requires both flexibility and consistency while maintaining the confidentiality of high-level systems, operations, and financial data.

The individual filling this position will report to the Vice President of Finance and work in close partnership with the entire Buell staff and external partners.

### **Job Responsibilities**

*Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.*

#### *General Accounting:*

- Review and reconcile monthly bank accounts. Prepare necessary documentation and submit to Vice President of Finance for approval.
- Under direction from the Vice President of Finance, assist with preparing the annual operating budget in coordination with the Foundation's Executive Leadership Team, including research by request.
- Create and maintain accounts payable and investment files.
- Coordinate with Vice President of Finance and Foundation employees to track and process vendor payments. Maintain accurate records, reconcile data, and investigate and coordinate resolution for payment issues.
- Manage vendor records, including W-9 documents.
- Make bank deposits.
- Record financial transactions in QuickBooks, including bank deposits.
- Under the direction of the Vice President of Finance, purge accounting files according to data retention and destruction procedures.

- Support annual audit activities and assist the Vice President of Finance to provide information to auditors for the annual external audit.
- Facilitate effective cross-team coordination and communication as it relates to the Accounting Assistant's responsibilities.
- Suggest more efficient ways to run organizational and accounting processes.
- Monitor business credit card related activities. Prepare and reconcile staff expense reports for approval.
- Provide accounting support for Foundation projects and initiatives including project management.
- Document procedures and ensure documentation is updated regularly to include current information.
- Conduct research related to financial needs including analysis of data and preparation of reports and summaries as requested.

#### *Grant Financials:*

- Review and confirm financial details in grant agreements.
- Review grant applicant financial reports (Profit & Loss Statements, Balance Sheet and audits) using a consistent approach grounded in best practices. Provide Program Officers with related summaries.
- Enter financial data in grants management system with a high degree of accuracy.
- Coordinate with Grants Manager and Vice President of Finance to track and process grant payments. Maintain accurate records, reconcile data, and investigate and coordinate resolution for payment issues.
- Manage Child Care Contribution Tax Credit documentation.
- Reconcile grant payments and returned grant payments between accounting software and grants database.
- Prepare grant-related statements for annual tax return.

#### *Administrative Support:*

- Provide specific administrative support to the Vice President of Finance, including maintaining documentation and files related to policies, procedures, and current projects; assisting with the preparation and compilation of financial Board meeting materials; and preparing files.
- Screen and organize materials for review by the Vice President of Finance.
- With direction from the Vice President of Finance, act as a liaison to Board members to schedule meetings and share meeting materials.
- Provide Notary services for Foundation business.
- Other duties, as assigned.

#### **Knowledge, Skills, Abilities and Attributes**

- Planning and organization: Strong organizational skills with exceptional project management, time management, and ability to manage multiple tasks and priorities to meet deadlines.
- Collaboration: Works effectively in a collaborative work environment characterized by a growth mindset.
- Adaptability: Ability to effectively adapt to changes in the work environment; manage competing demands and respond positively to delays or unexpected events.

- Dependability: Consistency at work; respond to direction and feedback; reliable with a high level of integrity.
- Tech savviness: Proficiency in technical applications and platforms including:
  - Full Microsoft 365 Suite - Word, Excel, PowerPoint, Outlook, Access, Teams, OneDrive, and SharePoint
- Communication: Excellent verbal and written communication skills.
- Relationships: Ability to form trusting relationships internally and externally that include meeting people where they are, providing effective follow up, demonstrating reliability and creating mutual value. Comfortable working cross-departmentally and contributing to a positive team environment.
- Customer Service: Excellent customer service skills with diverse audiences.
- Positive Team Member: Ability to work with a wide variety of people; be self-motivated with a positive attitude and strong work ethic.
- Problem Resolution: Ability to resolve challenges in a timely manner; gather and analyze information skillfully to make informed and sound decisions.
- Discretion: High level of professionalism, diplomacy, and discretion with the ability to maintain matters of confidentiality.
- Attention to Detail: Skilled at producing accurate work.

### **Education/Experience**

- Bachelor's degree preferred.
- At least two years in accounting preferred or related experience.
- Familiarity with common software, tools and equipment used in professional and accounting settings (e.g., MS Office, QuickBooks, Database, online calendar, printers).
- Experience and comfort working in a small office that is collaborative, mission driven, and strives for excellence.

### **Working Conditions**

- This is an in-person / hybrid position based in the Foundation's Denver office. Typical office hours are Monday through Friday 8:30 a.m. to 5:00 p.m.
- The workload will fluctuate due to deadlines and shifting priorities.
- This position will be exposed to sensitive and confidential information.
- Occasional evening and weekend work may be required.
- Physical demands may involve lifting materials and equipment up to 25 pounds.
- Periodic travel, including travel in personal vehicle may be required to complete duties of this position.

### **Compensation**

This is a full-time, non-exempt position. Annual salary commensurate with experience in a range of \$50,000 to \$75,000. The Buell Foundation provides a generous benefits package, including paid vacation and sick leave, medical insurance, dental and vision insurance, and retirement plan.

### **Application Details**

All applications should be emailed to Erica Fukuhara, Vice President of Operations at [efukuhara@buellfoundation.org](mailto:efukuhara@buellfoundation.org) by June 13. Please include "Buell Accounting Assistant" in the subject line of emails. Applications should include the following:

- A cover letter outlining the applicant's match with the position requirements.
- Resume

Contact information for three business references, one of whom is/was an immediate supervisor with firsthand knowledge of applicant's professional abilities will be requested during the interview process.

No phone calls, please. Position will remain open until filled.

**Equity, Diversity, and Inclusion**

The Buell Foundation is an equal opportunity employer that is committed to creating a diverse and inclusive environment. All qualified applicants will receive consideration for employment without regard to race, color, national and ethnic origin, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.