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is Changing Lives**

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# Senior Accountant

- Full-Time
- Colorado Springs, CO, United States

## OBJECTIVE

To perform duties pertinent to the financial management of Discover Goodwill of Southern & Western Colorado and affiliates (Goodwill). Works under the general direction and supervision of the Director of Finance. Will be in communication with most other departments within Goodwill as well as outside agencies.

## QUALIFICATIONS

**Educational requirement:** A Bachelor's degree in Accounting. May substitute known performance for formal education.

**Technical skills required:** Must have a solid background in applying Generally Accepted Accounting Principles as they relate to not-for-profit entities. Computer proficiency is required. Word processing, spreadsheet, and computerized accounting system experience are essential to this position.

## KEY AREAS OF RESPONSIBILITY

- Responsible for supervising Coordinator I, Accounting to ensure the timely processing and payment of invoices and sales tax reporting.
- Responsible for the complete financial requirements of Goodwill Industrial Services Corporation (GISC). This includes completing all standard and non-standard journal entries, tracking and adjusting all general ledger accounts for financial accuracy, and reviewing financial statements for accuracy as well as back up for accounts payable and accounts receivable transactions.
- Responsible for ensuring all standard journal entries for Goodwill are complete. Also, prepare non-standard and adjusting journal entries as needed for Goodwill. Analyzes the financials and makes appropriate corrections prior to review by Director of Finance and CFO. Responsible for the consolidation process of Goodwill and GISC financial statements.
- Complete the Goodwill general operating bank accounts and payroll account reconciliations as well as review all other bank account reconciliations prepared by other accounting staff.
- Responsible for closing all GISC and Goodwill intercompany activity.
- Responsible for recording all administrative allocations.
- Review and approve all accounts payable invoices as well as all accounts receivable debit/credit memos.
- Review Accounting Associates work such as month end journal entries, account reconciliations, etc.
- Assist with training of other Finance Department employees when needed.
- Performs the duties of the Finance Manager whenever that person is unable to perform any or all job tasks as outlined in that specific Job Description. Must be familiar with all regular functions and duties of the Finance Manager.
- Assist with bank reconciliations, journal entries, payroll, budget, and anything else necessary for efficient functioning of the Finance Department.
- Maintain confidentiality over all financial, payroll and personnel information
- Perform other duties as assigned.

## **STANDARDS FOR MEASURING PERFORMANCE:**

- Completeness, accuracy, and punctuality of reports and other assignments.
- Ability to assist the Organization in obtaining an unqualified opinion on the Organization's audited financial statements.
- The ability to assist the Director of Finance in meeting or exceeding accreditation standards approved or endorsed by Goodwill Industries International (GII) and the Commission on Accreditation of Rehabilitation Facilities (CARF).
- Responsibility shown in ensuring all financial information is kept confidential.
- Ability to meet deadlines and respond to special requests and expressed desires of the Director of Finance and the CFO.
- Initiative and quality of work.
- The manner in which this individual conducts him/herself should reflect the high standards of integrity and morals, which are expected of all Goodwill personnel.

## **Qualifications**

### **Education**

Bachelors or better in Accounting.

### **Experience**

Word processing, spreadsheet, and computerized accounting system experience are essential to this position.

Computer proficiency is required.

**Discover Goodwill of Southern & Western Colorado is dedicated to employing and advancing individuals with disabilities and/or protected veterans, and to treat qualified individuals without discrimination on the basis of their physical or mental disability or veteran status.**

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

Must have a solid background in applying Generally Accepted Accounting Principles as they relate to not-for-profit entities.