

Position: Accountant

Reports to: Operations Manager

Status: Exempt

Posting Close Date: March 11, 2016

Summary:

Colorado Springs Regional Business Alliance is looking for an accounting professional, who must be analytical and possess extensive knowledge in accounting and finance disciplines. The successful candidate must have at least five years' experience in accounting and finance, with a preference for experience with non-profit organizations. The candidate will perform accounting and finance activities, including financial reporting, budgeting and day to day processing and work closely with other accounting staff in accordance with organizational goals.

Position Scope:

The accountant will be responsible for the accounting and finance activities for the Business Alliance to ensure these are maintained in an effective and accurate manner.

Essential Duties and Responsibilities:

- Responsible for the following accounting and finance functions:
 - ♦ Prepare monthly financial reports and ad hoc reports as directed by Executive Management Team
 - ♦ Conduct year end closing procedures
 - ♦ Assist Executive Team in the creation of annual budgets and importing final budgets into financial reporting system
 - ♦ Complete monthly General Ledger reconciliations
 - ♦ Assist with Accounts Payable as necessary
 - ♦ Record Accounts Receivable transactions, reconcile balances and liaise with Membership Team members on reporting and collections
 - ♦ Provide oversight of cash management to include monitoring of balances and provide cash flow projections to Executive Team
 - ♦ Coordinate all audits, including preparation of audit lead schedules, work papers and compilation of data for the IRS Form 990
 - ♦ Process payroll
- Maintain accounting and finances for affiliated and subsidiary entities, including a 501(c)3 Foundation, Military Affairs Council, Political Action Committee, and a lobbying coalition.
- Adhere to internal controls related to accounting functions and notify Executive Team of concerns or weaknesses as they arise.

- Coordinate and participate in Finance Committee meetings to review finance and accounting issues and financial status of the organization.
- Perform compliance reporting required by federal, state, and city regulatory agencies pertaining to the accounting/financing activities, including tax documents. Liaise with outside advisors and Executive Team on issues arising from compliance matters.
- Serve as a staff resource on El Paso County Enterprise Zone project to include maintaining records and filing of necessary reports and documents.
- Provide oversight of the Accounting Clerk for designated functions.
- Special projects as required.
- Other duties as assigned.

Required Knowledge, Skills and Abilities:

- Knowledge of advanced of accounting principles and practices.
- Strong organization, analytical, and planning skills.
- Self-motivated with a positive and professional approach to working with others.
- Knowledge of not-for-profit accounting.
- Strong verbal and written communication skills.
- Proficient with QuickBooks accounting software and Microsoft Office applications, specifically MS Excel.
- Ability to interface professionally with senior-level company executives, Member Investors, and peers.
- High energy, strong organization and time management skills to handle multiple projects and priorities.
- Ability to constructively self-direct when given a wide degree of creativity and latitude.
- Ability to work well independently and in a team environment.
- Ability to respond promptly to customers and to handle interactions with professionalism.
- Inspires trust and confidence; works with integrity; upholds organizational values.

Education:

- Minimum of five years' experience in accounting/finance;
- Bachelor's degree from an accredited four-year college or university with a degree in in Accounting, Finance, or closely related field; or
- An equivalent combination of education and experience.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee must regularly lift and /or move up to 10 pounds; frequently lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear.

- The employee is frequently required to reach with hands and arms.
- The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl.
- Frequent local travel may be required.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To Apply:

- Applicants should send their resume, cover letter, and salary requirements to hr@csrba.com.
- Phone or email inquiries about this position are not being accepted