

**The Catholic Foundation of Northern Colorado (“Foundation”)
The Catholic Alliance (“Alliance”)**

Position Description

Position Title: Manager of Accounting
Company: Foundation
Department: Accounting
Reports to: Chief Financial Officer
Supervises: To be determined
FLSA Status: Exempt, 40 hours per week

Our Mission and Vision

Foundation: Giving for the Kingdom of God

Mission – To inspire and facilitate generosity (by providing an avenue to invest in the Kingdom of God) that promotes the Gospel, transforms lives, and glorifies God.

Vision – We are called by Jesus Christ to: Promote the mission of the Church in northern Colorado by encouraging financial stewardship; and faithfully steward and distribute funds entrusted to the Foundation.

Alliance: Experience the Joy, Power, and Grace of Giving

Mission – We help the Church grow through generosity, so all can experience God’s love and the joy, peace and grace that come from being faithful stewards.

Vision – To inspire everyone we meet to encounter Jesus Christ through the joy, power and grace of giving.

The Opportunity

The Foundation is seeking a passionate individual who will manage the general ledger and day-to-day accounting operations, including oversight of efforts to maintain accounts payable, accounts receivable, revenue and bank account record-keeping on a timely and quality basis, up to and including participation in developing drafts of the interim and year-end financial statements.

For the right-minded candidate, this is an opportunity to grow into a career role to direct all accounting operations and staff, ultimately assuming the role of Controller for a multi-faceted and innovative organization.

Essential Duties and Responsibilities

- Accounting Controls:
 - Safeguards assets and assure accurate and timely recording of all transactions by implementing disciplines of accounting policies, internal controls and checks across all departments.
 - Monitors effectiveness of accounting control systems, transaction-processing operations, and policies and procedures.
 - Protects operations by keeping financial information and plans confidential.
- Accounting Functions:
 - Ensures that accounts payable, expense reports and accounts receivable are recorded in a timely manner and that reasonable accounts payable discounts are taken.
 - Accounts for payroll entries and reconciles withholdings/deposits in a timely manner.
 - Works closely with the Human Resources administrator in the accounting for payroll and benefit plans.

- Works closely with the Investments administrator and custody bank in the reconciling and accounting for investments; prepares monthly reports to constituents.
- Addresses all requirements for, and maintains, all journal entries required to close general ledger activity in each reporting cycle.
- Ensures that monthly bank reconciliations are completed for 12 bank accounts.
- Works closely with Ministry partners in the accounting and reporting for Ministry events, fund raising and other revenues and costs.
- As administrator of Financial Edge software, creates custom reports and maintains the Chart of Accounts.
- Provides financial reports for Ministry projects.
- Provides financial analysis of special projects when necessary.
- Develops, improves and issues timely drafts of consolidated monthly financial statements for CFO.
- Assists in the budget process (e.g., preparation, monitoring, out-of-budget expenditure requests, variance analyses, etc.) for the Foundation and Alliance.
- Monitors cash flow and files compliance statements for debt covenants with commercial bank.
- Monitors and fulfills local, state, and federal government and tax reporting requirements.
- Maintains an orderly accounting filing system.
- Cultural Influence:
 - Is open to ideas, places Team interests above self.
 - Is intellectually curious, appetite and passion for the Mission.
 - Has a common sense about how to get the best out of others.
 - Aligns position requirements on a daily and annual basis to the Mission and Vision of the organization, the Strategic Plan and the annual business plan tactics.
 - Determines professional development needs as appropriate to all accounting functions.
 - Maintains professional and technical knowledge by attending educational workshops and reviewing professional publications.
 - Establishes personal networks to self and organizational professional benefit, participating in professional societies.
- Other duties as necessary.

Supervisory Responsibilities

- Responsible for assisting the CFO in directing 1-2 full- and part-time accounting staff.

Knowledge, Skills and Abilities

- Development of accounting standards and processes, working with financial software, monitoring of budgeted expenses and variances, transactional analysis, product-line (ministry) performance management.
- Strong Microsoft Office skills with emphasis on Excel spreadsheets.
- Knowledge of Blackbaud software (i.e., Financial Edge and Raiser's Edge) preferred.

Education and/or Experience

- Bachelor's degree in accounting required.
- Five to 10 years of progressively-responsible experience, preferably with some exposure to a large non-profit organization.
- Demonstrated experience and understanding about prioritizing and carrying work to completion across the full spectrum of accounting requirements, including detail;

transaction recording, general ledger closing and draft preparation of financial statements.

- Ability to work under pressure with multiple responsibilities in a partnership environment.

Certificates, Licenses Registrations

- Certified Public Accountant desired.
- Valid Colorado Driver's License required.