



Colorado Staff Accountant Job Description

About Us

Founded in Colorado in 2005, There With Care's mission is to provide a wide range of meaningful and fundamental services for families and children during the critical phase of a medical crisis. We serve families referred by hospital social workers and build support around them through a community of individuals, volunteers, services, and businesses, who ease their burden of life's day-to-day obligations with compassion and care. Our current service locations are Colorado, Middle Tennessee, and the Bay Area of California.

We're looking for a **Staff Accountant** who has the passion and expertise to enhance our Accounting processes and systems.

The Important Work You'll Do:

- Take responsibility for all accounting-related activities, such as cash management, payroll, A/P & A/R, reconciliation of credit cards and bank accounts as well as monthly financial reporting, and grant accounting.
- Work with our outside CPA to help with coordinating tax filings and annual audit, preparing annual budgets as well as quarterly filing of sales tax and raffle returns.
- Develop and implement financial procedures and controls and communicating financial metrics with VPs and Executive Director.
- Manage HR policies with the VP of Operations in accordance with Employee Handbook.

The Important Skills You'll Have:

- *You Want to be Part of Something Bigger.* Our mission inspires you. The idea of helping families and engaging a new community to participate through your skills motivates you.
- Experience managing monthly/annual close processes and financial statement preparation.
- Experience analyzing monthly financial results and suggesting improvement opportunities.
- Implementing and monitoring effective internal controls and procedures.
- Previous experience with managing cash flows within multiple accounts and locations.
- Strong attention to details. You have a sincere desire to understand the details of every aspect of the organization and are not afraid to ask for clarity when needed. You have impeccable attention to detail and put care into all you do.
- Previous track record of working collaboratively with others. You naturally see ways to engage people and see the importance of building community.
- QuickBooks or comparable financial software experience preferred.



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What you'll be offered:

- Salary range \$65,000-\$75,000 (commensurate with experience)
- Full-time (40 hours per week)
- Vacation, Sick Leave and Paid Holidays
- 401(k) plan

How to Apply

Please submit your resume along to: careers@therewithcare.org

This position requires a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check. There With Care is an Equal Opportunity Employer.

There With Care requires all employees to be vaccinated against the COVID-19 virus. There With Care will consider requests for exceptions to this policy when necessary to provide reasonable accommodation for an employee or applicant's disability or sincerely held religious belief or practice.