

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.

The Role

The **Senior Staff Accountant** is responsible for the accurate and timely compilation and reporting of financial records, management of data integrity within QuickBooks Online, oversight of accounts payable, creation and implementation of internal control processes, streamlined banking, facilitation of all external audits and 990, and will management of Bookkeeper.

The Important Work You'll Do

- Manage month end process to completion by 15th of each month.
- Compile monthly & quarterly financial statements with variance comments and/or backup analysis.
- Maintain materially accurate financial information.
- Ensure data integrity within QBO, including alignment between sub and general ledgers.
- Collaborate with other teams as necessary to improve efficiency and accuracy of financial information.
- Facilitate all annual external audit processes as well as compilation of 990.
- Provide budget managers easy to interpret budget to actual variance reporting on a quarterly basis.
- Recommend and implement balanced internal control processes.
- Oversight of Accounts Payable processes including employee expense management through Airbase.
- Manage banking relationships to streamline processes and maximize return on assets.
- Collaborate with Controller on annual budgeting process.
- Ad hoc financial analysis.
- Manage proper payroll expense recording into the general ledger.
- Prepare financials as necessary for grant applications and proof of performance reporting.
- Manage TWC's Bookkeeper.
- Special projects and reconciliations as needed.

Supervisory Experience: This position will have supervisory duties.

Qualities That Might Make You Successful In This Role

- *You Want to be Part of Something Bigger.* Our mission inspires you. The idea of helping families and engaging the community to participate through your skills motivates you.

- *You are a master of your own Time Management.* You have excellent time and project-management skills yet able to be responsive at any moment to adjust workload and provide care to meet a family's immediate need.
- *See the Solutions.* You are good at solving problems with compassion and care. You are willing to find a solution, adapt, then execute and when you don't have the answers, you aren't hesitant to ask and learn. You are resourceful in finding creative solutions to meet each family's needs and in finding ways to ease their burdens.
- *Details matter.* 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.
- *Collaboration Inspires You.* Working as a team, brainstorming and problem-solving together motivates you. You view feedback not as criticism, but as a way to have a better, stronger outcome. You naturally see ways to engage people and see the importance of building community.

The Important Skills You'll Need To Have

- Must be able to work out of our CO location (Boulder HQ office preferred).
- Bachelor's Degree in accounting and 3-5 years relevant work experience.
- QuickBooks Online experience required; certification highly preferred.
- High level of comfort in Microsoft Excel, including lookups, if stmts, pivot tables.
- Mission-centered, strategic execution of the above job roles and responsibilities.
- Ability to work closely with members of the team to achieve strategic objectives.
- Strong work ethic and overall professionalism.
- Effective communication with teammates, as well as with other key contacts.
- Critical thinking and problem-solving abilities.
- Proven ability to manage simultaneous priorities under pressure.

Compensation and Benefits

- \$34-38 per hour
- Part-time, Non-Exempt, 25 hours per week
- Vacation, Sick Leave and Paid Holidays
- 401(k) plan

How To Apply:

Please submit your resume and cover letter to: careers@therewithcare.org.

This position is based in our Colorado location.

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.