

Staff Accountant

Who are we?

CareerWise Colorado is a nationally recognized initiative that is shaping Colorado's workforce through innovative, business-led youth apprenticeships. Through our work, we help Colorado businesses fill high-demand positions through apprenticeships that create real value and positive return on investment. At the same time, our apprenticeship model paves the way to good, well-paying careers for students, along with increased access to post-secondary education. This innovative approach has captured the attention of business, government and education leaders across the state and country.

The role:

Reporting to CareerWise Accounting/Operations Team, the Staff Accountant is extremely detail oriented and able to work independently. This position is involved in a full array of business experiences including assisting with monthly close procedures, day-to-day transactional processing, financial report preparation as well as budget support duties.

What you'll do:

Accounts Payable / Accounts Receivable

- Management of weekly Accounts Payable Process Including:
 - New Vendor Setup and W-9 Maintenance
 - Review invoices for accuracy, obtain approvals where necessary and input into the general ledger
 - Review expense reports, confirm proper receipts and Manager approval
 - Print checks, mail checks, file all supporting documentation
 - Generate positive pay csv file and upload to Bank
- Generate all invoices due to CareerWise from various external parties including funders
- Prepare and deposit accounts receivables and donor/grant checks

Month End Close Procedures

- Prepare month end journal entries (e.g. payroll allocation, credit card, prepaids and depreciation)
- Reconcile credit card statement, provide detailed description of activity and confirm receipt on file
- Reconcile all balance sheet accounts
- Maintain all accounting files and records

Budgeting / Financial & Grant Reporting

- Support creation of annual operating budget and input into QB for reporting
- Prepare monthly consolidated financials for management/board including donor level reports
- Prepare budget to actual reporting for CWC in total and Teams and maintain analysis of spending
- Create database for tracking all grant timelines / reports

- Support preparation of budgets / financial reports for grants including new proposals and periodic reporting for existing donors
- Monitoring/Analysis of spending by Donor, report to management as necessary
- Monitoring of Sub grants with Industry Associations and School Districts
- May perform other duties as assigned

Who are you?

- Detail oriented with the ability to work independently on multiple task at once
- Previous QuickBooks experience
- Advanced Excel skills, including functions such as lookups and pivot tables
- Strong experience with GAAP and general ledger accounting
- Ability to maintain an effective level of business literacy about the organization
- Ability to develop and leverage relationships within and across work groups to achieve results
- Strong written and verbal communication skills
- Ability to prioritize activities and work in self-directed manner against tight deadlines in a team-oriented environment
- Proficiency with Microsoft Office and Google Docs
- Most importantly, you thrive in a high energy, dynamic team like ours. And we mean TEAM. We collaborate, engage in healthy debate, jump in where ever our skills are needed.

Sound interesting?

Click on this [link](#) to apply.

We are an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.

If you need assistance or an accommodation due to a disability, you may contact us at careers@careerwisecolorado.org