



## EMERGENCY FAMILY ASSISTANCE ASSOCIATION JOB DESCRIPTION

<b>Job Title:</b>	Accountant
<b>Hours of Work:</b>	40 hours per week Monday-Friday. Onsite work is required with potential for hybrid schedule after 6 months of employment. Regular and timely attendance is an essential function of this job.
<b>Reports to:</b>	CFO

### About EFAA

EFAA's mission is to provide stabilizing services, innovative programs, and transformative advocacy to strengthen families and create a thriving community. For over 100 years, EFAA has provided a local safety net to vulnerable households and has increasingly developed deeper programming to more systemically reduce poverty, prevent homelessness, build family resilience and create a more equitable community.

### Position Summary

Accountant performs general accounting duties, including the remote deposit receipt of donations, entry and payment of vendor invoices and participant vouchers. In addition, the Accountant maintains EFAA's property management system with regard to monthly rent and security deposits for EFAA's housing sites in Boulder County. The position interacts with all levels of staff at EFAA, including staff in Programs and Development. The Accountant maintains accurate files, processes payroll and performs general journal entries supporting the CFO and EFAA staff.

### Essential functions

- Review vendor invoices and participant vouchers for authority to pay, accuracy, due date, and completeness.
- Code invoices and vouchers for appropriate expense accounts, departments and grants.
- Enter approved invoices and vouchers into the accounting system for payment.
- Pay invoices and vouchers on a timely basis.
- Maintain accurate and neat files with clear documentation to support all payments.
- Generate accounting system reports when needed to reconcile accounts or get information for other departments.
- Follow up with Resource Navigators or other agencies on payment of invoices and vouchers.
- Remotely deposit all checks received to ensure timely deposits of donations and other checks.
- Enter cash receipts into the accounting system and reconcile monthly with the Development team on donations.
- Utilizing a property management system (DoorLoop), receive, enter and reconcile tenant rent, security deposits and late fees with bank statements and the accounting system.
- Prepare bank deposits for all cash received and deposit at the bank.
- Maintain rental and grant spreadsheets to reflect transactions.
- Generate and enter journal entries and adjusting entries into the accounting system.
- Support the CFO in quarterly and annual closing of the financial records.
- Support the CFO in budget preparation and periodic budget reporting.
- Process and submit payroll on a semi-monthly basis.

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned as necessary.

### **Skills/Competencies**

- Associate degree in business or accounting required and at least 3+ years' experience with a wide range of accounting procedures (A/P, A/R, GL)
- Knowledge of automated accounting systems is required; EFAA uses MIP Fund Accounting (Abila) and experience with it would be highly desirable
- Understanding of GAAP accounting principles
- Experience working in MS Office, with strong Excel skills, Outlook, Teams and Share Point
- Excellent attention to detail and accuracy in entering financial data
- Highly efficient and organized
- Ability to maintain confidentiality
- Proficiency with 10-key typing and data entry
- Deadline-driven with excellent time management ability
- High degree of integrity, personal motivation, self-direction and detail-orientation
- Commitment to EFAA's mission and the principals of diversity, equity and inclusion

### **Working Environment, Physical Activities and Equipment Used:**

Physical agility to perform all aspects of the job including standing, sitting, walking, the use of stairs, and ability to lift up to 20 lbs. Typical office environment and regularly uses computers for data input and other work.

Employee must take proper safety precautions, anticipate unsafe circumstances and act accordingly to prevent accidents; adhere to and practice EFAA Safety Rules.

### **Compensation**

This is a full-time position (100% FTE) or 40 hours per week. The salary range for this position is \$68,000 - \$78,000. Competitive pay commensurate with education and experience.

### **Why You Should Apply**

EFAA's culture is employee-focused, providing access to a generous benefits package including:

- Competitive paid time off and holidays (up to 4+ weeks in the first year)
- Choice of employer-paid health insurance plans, including family coverage options
- Employer paid Simple IRA contributions
- RTD Ecopass
- Language bonus for bilingual English / Spanish speaking employees
- Family friendly policies and practices
- A commitment to professional development and training

### **How to Apply**

Please email your cover letter and resume to [resumes@efaa.org](mailto:resumes@efaa.org) with the subject line "Accountant". The position is open until filled. Applications will be reviewed on a rolling basis.

### **Non-Discrimination Policy**

Our people are the foundation of who we are as an organization. Attracting, hiring and retaining diverse talent enables us to be more innovative and better serve our employees, volunteers, participants, and the community. EFAA is dedicated to the principles of equal employment opportunity (EEO). We are

committed to recruiting, hiring, training and promoting qualified people of all backgrounds, regardless of age, race, sex, color, religion, creed, national origin or ancestry, disability, military status, familial status, sexual orientation, gender identity or expression, genetic information or characteristics, parenthood, custody of a minor child, pregnancy, marital status or any protected class under applicable Federal, State or local laws that is not listed above.