



3805 Marshall Street, Suite 100
Wheat Ridge, CO 80033
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(F) 3

Job Posting Accounting Specialist

Organization Overview

The mission of Family Tree is to partner with all people to prevent and overcome the interconnected issues of child abuse, domestic violence and homelessness to promote safety, healing and stability across generations.

As a long standing non-profit human services agency, we are committed to empowering change and transforming the lives of vulnerable populations in our community. We aim to recruit and retain high-quality and diverse team members who share in our commitment and vision to empower people and transform our community through innovative and integrated services. We are also committed to investing in our team i.e., strive to pay a fair wages, offer competitive benefits, provide generous sick and vacation time, offer staff development along with believing each employee's unique qualities and experiences are the core of the organization.

Family Tree strives to value and uplift diverse and marginalized voices, to recognize and address the ways in which oppression impacts the communities with which we work, and to promote inclusion and equity.

Job Summary

This position exists to support the organization by performing various accounting functions that ensure the financial integrity and reputation of Family Tree.

Essential Duties/Responsibilities

- Full-cycle accounts payable, including generating paper checks and ACH transactions, research and resolve outstanding checks and other issues, maintain vendor relationships, issue annual 1099s, ensure expenses are allowable prior to being paid, vendor maintenance, complete vendor and credit applications, and train new staff on Family Tree's processes.
- Record monthly credit card expenses, as well as follow up on outstanding expenses and checks.
- Assist in monthly preparation of financial statement reconciliations.
- Assist in other monthly close duties as assigned

Other Duties

- Assist in the annual audit and 990 process.
- Deposit checks and cash at least weekly, and ensure adequate safeguarding.
- Various other monthly close processes such as journal entries, and reconciling accounts.
- Prepare monthly or quarterly grant billings while ensuring compliance for each grant.
- Participate in team meetings and planning.
- Cross train with other team members and cover duties in their absence.
- Represent Family Tree, Inc. in a professional and informational manner at all times.
- Develop and maintain working knowledge of all Family Tree, Inc. programs and services.

Knowledge, Skills and Abilities

Must have knowledge of basic accounting principles. Able to meet deadlines, provide exceptional customer service and work independently with confidential material. Must possess excellent attention to detail, be able to multi-task and prioritize in a high-volume, fast-paced, energetic work environment.

Education and formal training

A minimum two years' experience in accounts payable and general accounting responsibilities. Must have an excellent working knowledge of accounting software, be proficient in Excel, Microsoft Word, and Windows operating systems, and critical thinking. Not-for-profit experience a plus.

Job Details

EMPOWERING CHANGE. TRANSFORMING LIVES.

Location: 3805 Marshall St. Wheat Ridge CO. 80033

Program: Administration

Full/Part time Status: Full-time

Salary Pay Rate: \$56,000-\$62,000 annually

The base salary range represents the low and high end of Family Tree's hiring range for this position. Actual salaries will vary depending on factors including but not limited to range of experience, years of experience. The range listed is just one component of Family Tree's total compensation package for employees.

Benefits: Medical, dental, vision, supplemental insurance, retirement plan and retirement plan match, employer paid long-term disability, EAP, wellness program, paid sick and vacation time

Travel Requirements: None

Schedule: Flexible

Working Conditions: Position requires the ability to communicate with staff, vendors, and funders. This is a 40 hour a week position, with the flexibility of remote work days (at least two-three days in office per week). Must be able to share an office.

Equal Opportunities and Accommodations

Family Tree is committed to building a workplace where inclusion is not only valued, but prioritized. We're proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, family status, marital status, sexual orientation, national origin, genetics, neuro-diversity, disability, age, or veteran status, or any other non-merit based or legally protected grounds.

Family Tree is committed to providing reasonable accommodations to qualified individuals with disabilities in the employment application process. To request an accommodation, please contact Human Resources at 303-403.5884, or by email at dberridge@thefamilytree.org

Fair Chance Hiring

We value diverse experiences, including those who have had prior contact with the criminal legal system. We are committed to providing individuals with criminal records a fair chance at employment.

For more information about Family Tree and other open positions please go to

www.thefamilytree.org/careers.

To apply for this position or other positions please send your resume to hrjobs@thefamilytree.org