



# **JOB DESCRIPTION:**

## **STAFF ACCOUNTANT**

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Job Type: Full-time, entry-level, exempt position  
Salary: Hiring range for the position: \$50,167-\$66,000  
Salary range for the position: \$50,167-\$70,233

Starting salary is based on education, experience, skills, and other job-related factors.

Bonus eligibility: Position is eligible to earn one-time bonuses after six months of employment for achieving significant business objectives as determined by the executive director.

### POSITION SUMMARY:

The staff accountant is primarily responsible for the accounting functions related to revenue and expenditures for Great Outdoors Colorado's ("GOCO") daily operations. They are also responsible for maintaining the policies and procedures related to the internal controls for revenue and expenditures. This position reports to GOCO's controller.

### PRIMARY RESPONSIBILITIES:

- Perform accounting duties accurately and timely including:
  - Process the full accounts payable cycle by receiving and coding invoices, entering payments into the accounting system, issuing checks, and processing wire payments.
  - Communicate with and assist staff in submitting company credit card charges through the Concur system and ensure timely payments.
  - Properly account for accounts receivable and revenue received from Colorado Lottery.
  - Manage the closing of the month and quarters, including recording routine and non-routine journal entries and preparing reconciliations.
  - Work closely with program staff to administer grant payments.



- Assist controller with the preparation and submission of payroll each month. Track and implement any payroll changes and reconcile payroll account balances.
- Produce monthly financial reports, such as the Budget vs. Actual Report and the Trial Balance.
- Work cooperatively with our Colorado Parks and Wildlife partners to process grant payments and resolve any accounting issues.
- Prepare, maintain, and update accounting policies and procedures documentation.
- Coordinate the annual financial audit along with the controller, and provide audit work papers, annual financial statements, footnotes, and consolidating information for GOCO's annual report.
- Assist in the preparation of materials for GOCO Board and Finance Committee meetings.
- Assist controller in updating the cash flow forecast model monthly and quarterly.

#### MINIMUM QUALIFICATIONS:

- This is an entry-level accounting position that requires either a:
  - Degree from an accredited four-year college or university in finance, accounting, or business administration with at least one year of experience working in an accounting department performing operational accounting duties; or
  - Degree from an accredited two-year college in finance, accounting, or business administration with two to three years of experience working in an accounting department performing operational accounting duties.
- Excellent verbal and written communication skills.
- Strong organizational skills.
- Excellent computer skills, including experience with Microsoft Office products and/or database programs.
- Ability to work effectively with others in a small team setting.

#### PREFERRED KNOWLEDGE, SKILLS & EXPERIENCE

- Demonstrated ability to work as a self-starting member of a team, including the ability to exercise independent judgment and employ critical thinking skills.
- Consistent willingness to learn and upgrade skills.
- Familiarity with governmental accounting standards.
- Passion for GOCO's mission and keen interest in its programs, partners, and constituents.
- Motivation, self-direction, and personal integrity.
- Attention to detail and accuracy of work product.
- A high level of diplomacy, tact, and optimism with a "can do" orientation.



- Discretion concerning confidential and sensitive information.

#### LOCATION & OTHER REQUIREMENTS:

##### Location:

- GOCO's headquarters office in Denver, Colo.
- GOCO offers a hybrid work environment where each employee works three days a week in the office; the remaining two days may be worked remotely.

##### Other requirements:

- Willingness and ability to travel in Colorado. Expect approximately 3-5 overnight stays annually. GOCO provides transportation and accommodations and covers the cost of food and other reasonable expenses
- Willingness to work periodically on evenings and weekends
- Valid driver's license
- Physical demands may involve lifting materials and equipment, including but not limited to office supplies up to 25 pounds

#### GOCO'S INTERNAL VALUES

- *Strategy*: Fit your work within GOCO's overarching strategy and execute programs and projects against it, consistently evaluating results and communicating insights to help inform the organization's evolving direction.
- *Diversity*: Foster, cultivate, and preserve a culture of diversity, equity, and inclusion.
- *Respect*: Treat others in a positive manner with recognition and appreciation for their distinct value, opinions, and contributions.
- *Accountability*: Take responsibility for your individual and team work to advance GOCO's vision and priorities.
- *Organizational Citizenship*: Create and participate in a culture that fosters growth, engagement, support, and success.