

For Immediate Hire

ACCOUNTING ASSISTANT – PART-TIME (15-20 hours)

All potential candidates must respond with a resume and a customized cover letter (including salary expectations) for this position to hr@biglittlcolorado.org. *Applications without a cover letter will not be considered.* Applications will be accepted until filled.

BIG BROTHERS BIG SISTERS OF COLORADO MISSION

The mission is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. By partnering with youth mentees, parents/guardians, volunteers, local communities, and caring philanthropist we are accountable for each child in our program achieving:

- Higher aspirations, greater confidence, and better relationships
- Avoidance of risky behaviors
- Educational success

ABOUT BIG BROTHERS BIG SISTERS OF COLORADO

Since 1918, Big Brothers Big Sisters of Colorado (BBBSC) has operated under the belief that inherent in every child is incredible potential. As part of the nation's largest donor- and volunteer-supported mentoring network, Big Brothers Big Sisters of Colorado makes meaningful, monitored matches between adult volunteers ("Bigs") and children ("Littles"), ages nine through young adulthood in Colorado. We develop positive relationships that have a direct and lasting effect on the lives of young people.

BBBSC serves youth through a portfolio of mentoring programs.

- **Community-based** is a traditional mentoring program. Mentee/mentor matches determine activities of mutual interest and meet two to four times per month.
- **Sports Buddies** is an innovative mentoring program started by BBBSC in 2000. Mentee/mentor matches meet one to two times per month for sports-based activities that are planned, scheduled, and overseen by BBBSC staff.
- The **mentor2.0** program matches youth attending a partner high school one-to-one with an adult mentor starting in high school and through the first year of post-secondary education or training. Matches in mentor2.0 communicate and build their relationship through weekly email exchanges using the research-based "College Ready" curriculum.

OVERVIEW

The Accounting Assistant will perform various day-to-day accounting functions in accordance with Generally Accepted Accounting Principles. This position works directly with the Director of Finance. This position can be a combination in-office and remote position.

RESPONSIBILITIES

- Responsible for day-to-day general accounting and bookkeeping functions.
- Perform general journal entries, adjustments and reclassifications, and account and bank reconciliations.
- Prepare and submit payroll on a bi-weekly basis.
- Assist in preparation of month-end close, including allocating costs across two locations for state and federal grants.
- Complete monthly expense reconciliation for corporate credit cards.

- Assist Director of Finance in preparation of financial statements, as required, for the Finance Committee and Board of Directors.
- Take and prepare minutes at monthly Finance Committee and Investment Committee meetings.
- Assist in preparation of annual audit requirements.
- Serve as emergency and non-emergency back-up support for Director of Finance.
- Other duties as deemed necessary.

QUALIFICATIONS

- Associates degree in Accounting or equivalent experience.
- A minimum of three years of accounting experience, preferably in a non-profit setting.
- Knowledge of Generally Accepted Accounting Principles (GAAP) as they apply to not-for-profit corporations.
- Proficient with Excel and MS Office 365.
- Experience with QuickBooks accounting software.
- Ability to handle multiple tasks in a fast-paced environment.
- Detail and deadline oriented.
- Excellent verbal and written skills.
- Highly organized.

COMPENSATION

Our goal is to make all aspects of working with us transparent. That includes our offer process. When we have identified talent that is a good fit for BBBSC, we work hard to present an equitable and fair offer. We look at your knowledge, skills, and experience along with your compensation expectations and align that with our company equity processes to determine our offer ranges.

We value and want to support our team members, and are proud to offer a comprehensive compensation package that includes the following:

- Compensation range for this position is up to \$18-\$21/hour; dependent on experience.
- Benefits are not provided for positions working less than 30 hours/week.
- Many other work-life balance benefits.

COMMITMENT TO JEDI

We are committed to creating and cultivating a safe environment where all individuals feel respected and valued equally. We - BBBSC staff and board - are committed to a nondiscriminatory and anti-racist approach and are committed to dismantling any inequities within our policies, systems, programs and services.

At BBBSC, Justice, Equity, Diversity, and Inclusion (JEDI) is an integral part of our values and mission. We recognize, affirm, and celebrate the diverse backgrounds, lives, and experiences of all our stakeholders, including youth, families, donors, volunteers, and staff. We ensure the opportunity for all voices and perspectives to be heard and honored. In the workplace, we foster an environment where all people can be their best selves. We affirm that every person [regardless of ability, age, cultural background, ethnicity, faith, gender, gender identity, gender expression, ideology, income, national origin, race or sexual orientation, marital or veteran status] has the opportunity to reach their full potential. We strive to realize the full potential that is within all of us by ensuring that all voices and perspectives are heard and honored.

For more information about Big Brothers Big Sisters of Colorado, visit our website at www.biglittlecolorado.org.



Big Brothers Big Sisters.

OF COLORADO

Equal Opportunity Employer: Minority-BIPOC/Female/Veteran/Disability (Individuals with a disability who need an accommodation to apply please contact us at hr@biglittlcolorado.org.)

No calls or emails from third parties at this time please.