

POSITION DESCRIPTION



Title:	Accounting Manager
Position Class:	Manager
FLSA Status:	Full Time/Exempt/Salary
Salary Range:	\$80,000 - \$95,000, depending on experience
Benefits:	Comprehensive benefits package (paid time off, 403b retirement plan, health, dental and vision insurance)
Office Location:	Brighton, Colorado (hybrid work schedule 3 days office/2 days home)
Reports to:	Chief Administrative Officer
Direct Reports:	AR/AP
Purpose:	The Accounting Manager is primarily responsible for overseeing the accounting department and ensuring compliance with all relevant federal, state, and local regulations, including tax requirements, audit procedures, and other financial laws.

Essential Job Duties and Responsibilities:

- Overseeing all accounting functions, including accounts payable, accounts receivable, payroll, cash management, and general ledger maintenance.
- Assisting with annual and project budget preparation
- Accurate and timely financial reporting in compliance with GAAP
- Preparing account reconciliations and journal entries for month end close
- Bank reconciliations
- Payment processing
- Identifying and implementing process improvements to enhance efficiency and accuracy in the accounting department.
- Managing the financial aspects of grant-funded programs, assisting with budget development, tracking expenses, and preparing financial reports for management and audits.
- Coordinating with auditors, ensuring timely completion of audits, and responding to audit.

Other Duties:

- Reviewing purchase orders and expense reports
- Supervise Accounts Payable and Accounts Receivable staff
- Assisting with new hire onboarding
- Administer 403 (b) plan
- Sales tax filing
- Ordering supplies
- Other duties as assigned

Knowledge, Skills and Experience required (unless otherwise noted):

- Bachelor's degree in accounting, finance, or a related field
- 5+ years of accounting experience, preferably in a non-profit environment
- Strong knowledge of GAAP and other accounting principles.
- Experience with accounting software and financial reporting systems, use of Sage Intacct is a plus
- Understanding of Uniform Guidance and preparation of Single Audit SEFA is a plus
- Excellent analytical, communication, and problem-solving skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite (Excel, Word, etc.).

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work in a standard office setting, with considerable sitting, standing and viewing of computer
- Mid-level stress.
- Requires reaching continually throughout the workday (mouse, keyboard, telephone).
- May include lifting up to thirty (30) pounds of project gear on an infrequent basis. Proper lifting techniques required.

Material and Equipment Directly Used:

Standard office equipment (e.g. laptop, printers); PC with MS Office software applications.

Equal Opportunity Employer:

Bird Conservancy of the Rockies is an equal opportunity employer committed to creating a diverse work environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

To Apply:

Please submit a one-page cover letter and resume in ONE document to applicants@birdconservancy.org with "Accounting Manager" in the subject line. Applications will be accepted and reviewed until March 15th. Preference is given to applications submitted before March 10th.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. The employee will be required to follow any other instructions and to perform any other duties requested by their supervisor. Nothing in this job description shall create or is intended to create, or shall be construed to constitute a contract of employment, express or implied. Employees are held accountable for all duties of this job.