Accounting Manager
Job Description

Colorado Springs Food Rescue

OUR ORGANIZATION:
Colorado Springs Food Rescue (CSFR) is a 501(c)3 nonprofit organization working to cultivate a healthy, equitable food system in the greater Colorado Springs community. We accomplish this through programs in healthy food access, education and production.

EQUITY COMMITMENT:
CSFR is strongly committed to equity in its policies, practices, and programs. People of color, womxn, LGBTQ-identifying, individuals with disabilities and/or veterans are encouraged to apply.

Application Process

Applications are due no later than March 6th, 2019. If interested, please review the job description and send the following information to careers@coloradospringsfoodrescue.org in one email:

1. **Cover Letter**: Include why you are fit to succeed in this position, and what the term “food justice” means to you.
2. **Resume**
3. **2 Professional References**

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<tr>
<th><strong>Job Title</strong>: Accounting Manager</th>
<th><strong>Reports To</strong>: Executive Director</th>
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<td><strong>Summary</strong>: The Accountings Manager will be responsible for CSFR’s bookkeeping, including processing &amp; maintaining financial entries, reconciliations, payroll, and document filing. They will also work alongside CSFR’s Board Treasurer and Executive Director to assist with budgeting, monthly financial reporting, &amp; long-term business and financial planning.</td>
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<td><strong>Department</strong>: Administration</td>
<td><strong>Pay Type</strong>: Part-time</td>
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<td><strong>Eligible for Overtime</strong>: _X_Yes __No</td>
<td>If no, check type of exemption: ___Professional ___Executive ___Administrative</td>
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**JOB RESPONSIBILITIES**

- Work with treasurer & E.D. to ensure the proper financial health of CSFR.
- Alongside Treasurer & E.D., prepares monthly financial statements by gathering and analyzing information from Quickbooks and from departments.
- Process and post daily financial transactions and reconcile accounts.
- Work with ED to maintain accurate books.
- Process bi-monthly payroll.
- Maintain historical records by filing documents, receiving assistance from directors.
- Assist supervisors in onboarding and offboarding employees.
- Ensure employee benefits are properly accounted for.
- Gather information for the annual tax return.
- Assist with an annual ‘participatory budgeting’ process conducted by staff & board, and enter budget into Quickbooks.

**PREFERRED EDUCATION/EXPERIENCE:**
- Experience in working with nonprofits, social enterprises, capital campaigns, and restricted funds preferred.
- Bachelor’s degree in accounting and/or five-plus years of non-profit bookkeeping experience preferred.
- Experience working with Quickbooks Online, Hubdoc, and Bill.com preferred.
- Experience with spreadsheets and other financial and business software systems.

**QUALIFICATIONS / SKILLS**
- Ability to analyze complex information
- Consistent and accurate data entry
- Close attention to detail
- Confidentiality
- Thoroughness
- Ability to quickly learn new systems.

**WORK HOURS:** This is a part-time position with the flexibility of working both remotely & on-site, roughly 20-25 hrs per week. The preferred applicant will enjoy working with the team to ensure that the mission of Colorado Springs Food Rescue is a top priority. Compensation: $18-20 / hour.