POSITION TITLE: Accounting Contractor
REPORTS TO: Accountant
CLASSIFICATION: Contractor
COMPENSATION: $25 per hour, 32 hours a week
Term: Anticipated start date: beginning of September for up to a 3-month period with the possibility of becoming a staff position

APPLICATION DEADLINE: September 1, 2023, preferred; applications will be accepted until position is filled

TO APPLY: Send (1) cover letter and (2) resume to fcastillo@metrocaring.org. Include “Accountant Contractor” in the subject line. Please use your cover letter to communicate why you are excited to work to help build a sustainable anti-hunger movement in Colorado, highlighting any of the below skills, abilities, and experiences that you have and what you hope to gain from this internship.

Metro Caring works with our community to meet people’s immediate need for nutritious food while building a movement to sustainably address the root causes of hunger. Metro Caring is a leader and model for food sovereignty and anti-hunger work for Denver and the nation. We believe access to nutritious food is a right, not a privilege. Using a multifaceted approach, Metro Caring is innovative in solving problems related to hunger, with programming offered in Healthy Foods Access, Nutrition Education, and Community Activation.

Accounting Contractor Duties

- Accounts Payable: Data entry invoices and credit card transactions into Quickbooks
- Maintaining filing system for Finance Accounting
- Assist with balance sheet account reconciliations
- Generating reports from QBO
- Anything else that may be assigned within reason

Requirements

- Commitment to strengthening inclusion, diversity, equity, access, accountability, and action in anti-oppression and anti-racist work
- Full vaccination against COVID-19, including a booster shot, is required for employment at Metro Caring
- Detailed-focused
- Proactive, self-motivated, and highly accountable with excellent follow-through skills
- Ability to manage time and workload effectively, including communicating timeline expectations and needs
- Ability and desire to work with a diverse population
- Ability to work from the Metro Caring Office full time
- Ability to be flexible and to balance different tasks simultaneously
- Willingness to give and receive constructive feedback
- Proficient with Microsoft Office Suite applications, particularly excel
• Excellent interpersonal skills and ability to engage effectively with staff, volunteers, participants, and donors in person, on the telephone or via electronic communication
• Interest in accounting with experience or education

Preferred Skills (not required)

• Bilingual in Spanish, Arabic, or Mandarin
• Database Management-Quickbooks
• Ability to learn or interest in learning new software
• Salesforce

Opportunities Available

• Grow into the Accountant position
• Work Remotely 1-2 days after the first month

Metro Caring is an equal opportunity employer. The organization is dedicated to the goal of building a culturally diverse staff and we encourage applications from qualified individuals of all backgrounds. Lived experience with food insecurity and/or within communities disproportionately impacted by food insecurity and systemic inequity (Latine, BIPOC, refugee and Immigrant, disability, and LGBTQ+ communities) are valued as critical expertise on our team as we co-create innovative solutions.

Note: Research suggests that women and BIPOC individuals may self-select out of opportunities if they don’t meet 100% of the job requirements. We encourage anyone who believes they have the skills and the drive necessary to succeed here to apply for this role.

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. There may be other duties needed to drive our mission, meet our strategic goals and abide by our organizational values.

Note: Only those who have been selected for an interview will be contacted following submission of application materials.