



COLSON CENTER
FOR CHRISTIAN WORLDVIEW

Position Description

Title: Accounting Manager
Location: Colorado Springs, Colorado
Salary: \$75,000-\$85,000
Position reports to: Controller
Date written: July 2021

POSITION SUMMARY:

The Accounting Manager, under the supervision of the Controller, will be responsible for the quality and timeliness of accounts receivable, accounts payable and donations accounting. Supervises the accounting staff. Assists the Controller with monthly closing activities, preparing monthly financial statements, payroll and annual financial, 403(b) and workers compensation audits, annual tax return and employee benefits.

Priority	Description of Duties	Hrs/Wk
1	Accounting – Supervises staff processing accounts payable and accounts receivable transactions. Documents financial transactions by entering general ledger entries and account information. Reconciles monthly bank statements. Reconciles financial discrepancies by collecting and analyzing account information and recording adjusting journal entries. Records and reconciles deposits. Prepare worksheets for monthly reconciliations and for annual financial, 403(b), and workers compensation audits. Prepare worksheets for annual tax return (990).	30
2	Human Resources – Assists the Controller with employee benefits and functions as liaison with staff and employee benefits vendors and assists with processing in new employees.	8
3	Payroll – Assists the Controller by processing semi-monthly payroll.	1
4	General Office Support – Other duties as assigned.	1

Guidelines for All Employees

The Holy Bible, Employee Handbook, Statement of Beliefs/Faith

When filling this position, the Colson Center will consider the following when evaluating Applicants.

QUALIFICATIONS

Education, Experience, Knowledge, Competencies

- Minimum qualifications/expectations:
 - **Education:** Bachelor's degree

- **Certifications:** CPA preferred
- **Work Experience:** 5-10 years in accounting with not-for-profit experience preferred
- **Knowledge areas:** Accounting and financial processes in compliance with GAAP
- **Competencies:** Strong organizational skills and attention to detail, well-developed interpersonal skills, strong analytical skills, sound written/verbal communication, and works well with minimal supervision
- **Physical:** Talking, hearing, seeing, and typing
- **Computer/Tech Skills:** Advanced knowledge of QuickBooks and MS Excel, Outlook, and Word

Position Classification: Exempt