



## **Staff Accountant**

**Date Posted: October 8, 2018**

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### **ORGANIZATION SUMMARY**

Great Outdoors Colorado (GOCO) uses a portion of state lottery proceeds to preserve, protect and enhance Colorado's trails, parks, wildlife, open space, river corridors, playgrounds, and youth corps in all 64 counties. It awards competitive grants to local governments and land trusts and makes investments through Colorado Parks and Wildlife (CPW). Created by voters in 1992, it is governed by a 17-member board that is appointed by the Governor and uses no tax dollars. Its current staff is 18 people. In the years ahead, GOCO's work is guided by a [strategic plan](#) with three primary goals:

- PROTECT more land and wildlife habitat, notably large-scale landscapes
- CONNECT people to the outdoors and connect trails, parks and open spaces
- INSPIRE more Coloradans, children in particular, to get outside more and take care of our great outdoors.

For more information, please visit [www.goco.org](http://www.goco.org).

### **POSITION SUMMARY**

The Senior Accountant is primarily responsible for the accounting functions related to revenue and expenditures for GOCO's daily operations. They are also responsible for maintaining the policies and procedures related to the internal controls for revenue and expenditures. This position reports to GOCO's controller.

### **PRIMARY RESPONSIBILITIES:**

- Process the full Accounts Payable cycle by receiving and coding invoices, entering payments into the accounting system, issuing checks and processing wire payments.
- Produce monthly financial reports, such as the Budget vs. Actual Report and the Trial Balance.
- Manage the closing of the month including recording routine and non-routine journal entries and preparing reconciliations.
- Process monthly payroll and help with HR administration
- Work cooperatively with our Colorado Parks and Wildlife partners to process their grant payments and resolve any accounting issues.
- Prepare and maintain accounting policies and procedures documentation.
- Coordinate the annual financial audit along with the Controller and provide audit work papers, annual financial statements, footnotes and consolidating information for GOCO's annual report.



- Assist in the preparation of materials for GOCO Board and Finance Committee meetings.
- Work closely with program staff to administer grant payments.
- Assist in updating the cash flow forecast model monthly and quarterly.

### **MINIMUM QUALIFICATIONS**

- A degree from an accredited four-year college or university in finance, accounting or business administration.
- Two to three years of experience in working in an accounting department performing operational accounting duties or for a public accounting firm.
- Excellent verbal and written communication skills, strong organizational skills and computer skills, including experience with Microsoft Office products and database programs.
- The ability to work effectively with others in a small team setting.

### **PREFERRED KNOWLEDGE, SKILLS & EXPERIENCE**

- Strong analytical skills.
- Demonstrated ability to work as a self-starting member of a team, including the ability to exercise independent judgment and employ critical thinking skills in making decisions. Consistent willingness to learn and upgrade skills to meet GOCO's needs.
- Familiarity with governmental accounting standards.
- Passion for GOCO's mission and keen interest in its programs, partners and constituents.
- Motivation, self-direction and personal integrity.
- Attention to detail and accuracy of work product.
- Highly developed interpersonal and communication skills.

### **SALARY & BENEFITS**

- This is a regular, full time (40 hours/week) position.
- This is an exempt position that will be paid depending on qualifications, knowledge, skills and experience.
- The position will be eligible for a full and competitive benefits package.
- The position will work out of GOCO's downtown Denver offices.

### **TO APPLY**

- Interested candidates should submit a resume and letter of interest to [resumes@goco.org](mailto:resumes@goco.org), including "Staff Accountant" in the subject line.
- Please note that phone calls will not be entertained regarding this opportunity.
- GOCO is an equal opportunity/affirmative action employer.