

Position Profile

Job title: Accounting Manager (Part-time 20-30 hours per week)

Reports to: Executive Director

Organization Overview

The Denver Public Library Friends Foundation builds support and raises money for the +\$45 million, 26-branch Denver Public Library system. The Foundation has approximately \$10 million in assets and a \$2 million annual budget. Key activities include: fundraising, events, endowment management, book sales and advocacy to benefit library programs. The Foundation currently has 6 staff and volunteers are a key part of the Foundation's operations. The Foundation is independent of the Library and is a free standing 501(c) 3 organization which traces its roots to 1940.

Position Overview

The Foundation is seeking an Accounting Manager who will oversee all day-to-day accounting, financial reporting, budgeting and compliance. The Accounting Manager will also provide human resources assistance and operational support.

Accounting functions, duties, and responsibilities include:

- Maintaining all accounting records
- Processing invoices and submit for positive pay
- Posting receipts for all revenue (donations, memberships, book sales, and events)
- Preparing and submitting sales tax to the City (quarterly) and State (monthly)
- Completing monthly reconciliations on all cash and investment accounts
- In collaboration with the Database Coordinator, completing monthly Raisers Edge and QuickBooks reconciliation
- Entering and reconciling monthly credit card transactions
- Serving as the point person for the annual external audit and completion of the 990. Preparing PBC list and answering all questions of auditors accurately and in a timely manner
- Staying up to date on accounting regulations
- Working closely with the Library and Foundation staff to ensure proper internal controls of all cash handling procedures
- Collaborating with the Database Specialist to streamline receipt processing
- Maintaining records needed for independent contractors and processing 1099 forms at year end

Financial Reporting duties and responsibilities include:

- Maintaining endowment and investment records. Providing a quarterly endowment fund report to the Finance Committee and Board of Trustees
- Working with Finance Committee to determine endowment distributions and providing report to the Library on donor restrictions
- Completing quarterly reconciliation of restricted funds and overseeing distribution to the Library
- Preparing the annual fundraising distribution recommendation for the Executive Director and Finance Committee
- Developing the annual operating budget in cooperation with the Executive Director, Treasurer and other organization staff
- Providing monthly financial statements to the Executive Director
- Providing quarterly financial statements and presenting them at the Finance Committee and Board of Trustees meetings
- Monitoring actual to budget performance and completing forecasts as needed

Operational and Human Resources duties and responsibilities include:

- Being the primary contact for all organizational insurance and evaluating insurance annually (D&O, liability, workers comp, etc.)
- On-boarding new staff members in accordance with procedures and regulatory requirements
- Managing employee benefits including evaluating and recommending changes re: health, life, 403(b) match, PTO, etc.
- Completing bi-monthly payroll for Foundation staff
- Administering 403b program and complete annual 5500
- Processing annual Colorado charity renewal filing
- Completing PCI compliance scans quarterly
- Attending and providing financial/operational support for all Foundation events
- Maintaining financial and organizational records in accordance with document retention policy

Background, Education and Experience sought:

- Bachelor's level degree in Accounting or related field
- 5 or more years of experience related to the above described duties and responsibilities is required
- Proficiency in QuickBooks or other standard accounting software
- Proficiency in Microsoft Office with advanced understanding of Excel functions
- Understanding of non-profit accounting or fund accounting, and Generally Accepted Accounting Principles (GAAP) as they apply to non-profit organizations
- Ability to translate financial concepts to those who do not have financial backgrounds
- Ability to appropriately handle multiple priorities and deadlines
- Self-starter; independent worker
- Excellent written, listening, and verbal communication skills
- Excellent relationship building skills with the ability to prioritize, negotiate, and work with a variety of internal and external stakeholders

Compensation/Benefits

Salary commensurate with experience. Employees that work at least 30 hours per week are eligible to participate in the benefits program which includes medical and dental insurance, 403 b plan, PTO and 11 paid holidays.

How to Apply

Interested applicants should submit cover letter, resume and salary requirements to adaley@denverlibrary.org.