

**COLORADO COMMUNITY HEALTH NETWORK (CCHN)**  
**Accounting Specialist**  
**Job Description**

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**General Statement:** The Colorado Community Health Network (CCHN) is a membership association of Community Health Centers serving low-income, homeless, and migrant populations in Colorado. CCHN, a dynamic, team-oriented non-profit, provides support and technical assistance to safety net clinics in underserved communities. This position must meet firm deadlines and be self-motivated, able to prioritize multiple tasks and work well within a team environment. The Accounting Specialist's primary responsibilities include, but are not limited to, performing a variety of accounting functions to support accounts payable, accounts receivable, cash receipts, month-end close cycle, and payroll activities. These duties are performed for CCHN directly and for other entities that have contracted with CCHN to provide their accounting functions.

**Required Duties:**

1. Responsible for accounts payable, to include processing check requests and invoices, auditing for proper approval and coding, timely invoice payment, vendor maintenance, 1099s, and other required filings as needed.
2. Responsible for accounts receivable, to include preparation of invoices, coding and recording payments to the general ledger, and electronic/in-person bank deposits to appropriate bank accounts.
3. Responsible for payroll data entry and upkeep and maintenance of payroll schedules.
4. Ensure accurate and timely quarterly and year-end payroll reporting.
5. Prepare payroll-related reports as needed.
6. Prepare recurring month-end journal entries for posting to the general ledger.
7. Assist with the annual CCHN budget, annual audit, and annual Form 990 as needed.
8. Collaborate with program staff to answer questions and provide information as needed.
9. Review, improve, and maintain Excel spreadsheets associated with areas of responsibility as necessary to ensure accuracy and efficiency.
10. Responsible for filing and annual archiving of various finance documents.
11. Recognize errors and/or unusual transactions and investigate appropriate solutions.
12. Responsible for ensuring compliance with all applicable policies and procedures such as record retention, financial policies and procedures, and federal rules and regulations. Propose and assist with writing policies and procedures as needed.
13. Assume such other responsibilities, and perform such other duties, as may be requested.
14. Report corporate compliance concerns to CCHN's Corporate Compliance Officer; any CCHN employee who reports a compliance concern in good faith is protected by law from retaliation.

**Minimum Qualifications:**

1. Associate degree in accounting or related field preferred or equivalent experience.
2. Basic understanding of GAAP.
3. Minimum 2 years of experience working in an accounting or office position including AP, AR, payroll and GL.
4. Ability to work with minimal supervision and high attention to detail and accuracy.
5. Course work or experience in grant/project cost tracking (cost accounting), experience or understanding of multi-company shared expenses and allocations desired.
6. Sound judgment and the ability to conduct him/herself in a professional manner.

7. Excellent written/verbal communication and problem solving skills.
8. Must be flexible, self-motivated, able to prioritize multiple tasks, and able to carry a challenging workload.
9. Excellent computer skills with all software in Microsoft Office, particularly Word and Outlook, and especially in Excel, including linking, formulas, and working with complex spreadsheets.
10. Demonstrated ability to work with customers/client groups and/or experience in membership organizations.
11. Ability to work as a team member and work effectively with diverse people.
12. Demonstrated awareness of, and value for, cultural competence.
13. Fluency in written and spoken English.