

COLORADO COMMUNITY HEALTH NETWORK
Senior Accountant
Job Description

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-orientated non-profit organization, provides support and technical assistance to safety net clinics in underserved communities. The Senior Accountant is responsible for all areas relating to accounting functions and financial reporting. This position must meet firm deadlines and be self-motivated, able to prioritize multiple tasks and work well within a team environment. These duties are performed for CCHN directly and for other entities which have contracted with CCHN to provide their accounting functions.

Primary Responsibilities

- Perform month-end close procedures in a timely and accurate manner.
- Reconcile bank statements and balance sheet accounts.
- Prepare accurate, timely financial statements and analysis.
- Maintain procedures relating to financial management, budget, and accounting.
- Review and approve transactions for the accounts payable and accounts receivable functions.
- Proactively analyze monthly grant financial reports and collaborate with program staff to ensure that CCHN meets grant financial reporting requirements. Answer questions and provide information to program staff.
- Lead preparation and ensure timely approval of annual organizational budget.
- Lead the annual external audit process, including preparing schedules and other required information.
- Lead the preparation of information and schedules for Form 990 and Form 990-T.
- Provide internal and external customers with timely and accurate financial information.
- Prepare cash flow and expense forecasts as requested.
- Develop appropriate trainings for CCHN staff to communicate policies and procedures.
- Ensure compliance with all applicable policies and procedures such as record retention, financial policies, accounting manual and federal rules and regulations.
- Other accounting duties as assigned.
- 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.

Desired Qualifications:

1. Bachelor's degree in Accounting, Finance or Business Management with an emphasis in Accounting required.
2. Knowledge of GAAP and an understanding of business and administrative practices. Nonprofit accounting experience preferred.
3. Five years of experience in accounting/financial reporting.
4. Ability to work with minimal supervision, strong attention to detail and deadlines.
5. Sound judgment and the ability to conduct him/herself in a professional manner.
6. Excellent written/verbal communication and problem solving skills.
7. Excellent computer skills, particularly with all software in Microsoft Office, especially Excel, Outlook and Word.
8. Demonstrated ability to work with customers/client groups. Ability to work as a team

- member and work effectively with diverse people.
9. Demonstrated awareness of, and value for, cultural competence.
 10. Fluency in written and spoken English.

CCHN is a membership organization that places a high value on member relations, customer service and hospitality. The successful Senior Accountant will be responsive to and respectful of member needs, display sound judgment, relate well to the public and staff, have a professional demeanor, prioritize customer satisfaction, and be well organized.

CCHN is an equal opportunity employer offering a generous benefits package, a casual work environment, and a competitive salary (DOE).

Category: Full-Time, Exempt

Reports to: Chief Financial Officer

Supervises: N/A

Hiring Range: \$60,000 - \$65,000 per year

Candidates should email cover letter and resume to: humanresources@cchn.org