**COLORADO COMMUNITY HEALTH NETWORK**

# **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 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.
* Review and approve accounts payable and receivable transactions.
* Prepare 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 support timely approval of annual organizational budget.
* Support the annual external audit process, including preparing schedules and other required information.
* Prepare information and schedules for Form 990 and Form 990-T.
* Provide internal and external customers with timely and accurate financial information.
* Maintain accounting procedures related to financial management and budgeting.
* Prepare cash flow and expense forecasts as requested.
* 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.
3. Nonprofit accounting experience preferred.
4. Two or more years experience in full cycle accounting.
5. Ability to work with minimal supervision, strong attention to detail and deadlines.
6. Sound judgment and the ability to conduct him/herself in a professional manner.
7. Excellent written/verbal communication and problem solving skills.
8. Excellent computer skills, particularly with Microsoft Office Suite.
9. Demonstrated ability to work with customers/client groups. Ability to work as a team member and work effectively with diverse people.
10. Demonstrated awareness of, and value for, cultural competence.
11. Fluency in written and spoken English.

**Hiring Range:**

$27.00 - $29.00 per hour

**To Apply:**

Submit a cover letter and resume to human resources at humanresources@cchn.org.

Position will remain open until filled.