



Colorado Chautauqua Association
POSITION DESCRIPTION

Accounting Coordinator

Association Mission and Values

The Colorado Chautauqua Association (CCA) is a 501(c) 3 Colorado not-for-profit corporation dedicated to preserving, perpetuating and improving the site and spirit of the historic Chautauqua by enhancing its community and values through cultural, educational, social and recreational experiences. The chautauqua experience is based on lifelong learning, love of nature, voluntary simplicity, and music, oration and the arts. Historic significance, traditions, cultural relevance, respite and enrichment are among the community benefits provided by the Colorado Chautauqua.

General Description

This is a full-time, year-round, benefited, non-exempt position that supports the Director of Finance and Administration performing basic accounting, payroll and administrative tasks as well as assisting with special projects as assigned. Some evening and occasional weekend work is required in meeting position responsibilities. For emergency or inclement weather reporting purposes this position is non-essential.

Major Duties and Responsibilities

- Reviews vendor invoices for proper authorization signatures and payment coding. Enters accounts payable invoices to automated accounting system; prints and distributes computer-generated accounts payable checks. Maintains paid vendor files. Researches and follows-up on vendor statements in timely manner. Prepares annual forms 1096 and 1099's.
- Maintains accounts receivable customer files. Prepare and mail out invoices. Prepare collection letters, and make collection calls.
- Prepares cash receipts entries on QuickBooks and prepares bank deposits for all departments. Makes deposits and change for smaller bills at the bank.
- Other accounting related duties-
 - Preparation of sales tax returns
 - Maintain fixed assets records
 - Reconcile general ledger accounts as assigned.
 - Prepare journal entries as required and submit documentation to DFA.
 - Prepare credit applications for new vendors
 - Assist in preparing materials for the financial statement audit
 - Maintain independent contractor files including certificates of insurance, W-9s and independent contractor forms

- Review payroll timesheets and reports for accuracy and input bi-weekly payroll journal entries to Quickbooks.
- Assist in preparing miscellaneous reports such as economic census, insurance application, etc. as needed
- Maintain and update accounting and finance documentation including policy & procedure manuals.
- Archive and/or purge accounting and finance related documents
- Will cross-train with CCA's Payroll Coordinator to process payroll and provide other support as needed.
- Assists with special projects as assigned.
- Other duties as required.

Reporting Relationships

Reports to: Director of Finance and Administration

Supervises the following positions: None

Required Qualifications

Education

Associates degree or equivalent

Experience

3-5 years working in an accounting/bookkeeping environment including working with Quickbooks and ADP or similar software products. Strong administrative work and support experience required. Nonprofit experience desired.

Technical Skills

- Knowledge of standard bookkeeping and accounting procedures and principles.
- Excellent computer skills including advanced use of Microsoft Office Suite 2007 (Outlook, Word, Excel), Quickbooks and ADP.
- Knowledgeable in use of Adobe and converting documents to PDF format.
- Accurate and efficient data entry skills; consistent accuracy and attention to detail.
- Highly organized.
- Knowledgeable in payroll procedures for handling sensitive employee/company information.
- Superior verbal and written communications skills.
- Excellent customer service orientation.
- Ability to work independently, prioritize appropriately, and see tasks/projects through to completion.

Behavioral Traits and Attitudes

- Creative and analytical thinker
- Strong interpersonal skills
- Works effectively with team members
- Tenaciously follows up on details

- Demonstrates results-orientation
- High energy team player with a positive, can-do attitude
- Comfortable with a fast-moving dynamic environment; able to organize and manage multiple tasks; flexible and able to accommodate changes in organization's needs

Physical Requirements

Duties require lifting and/or carrying of objects weighing up to 30 pounds. Must be able to climb stairs, ladders as well as navigate the site which has a 200 foot elevation change.

Additional Qualifications

- Ability to organize multiple tasks in a fast-paced and time-sensitive environment.
- High level of professionalism, discretion and commitment to maintaining confidentiality.
- Ability to speak, read, write and understand English via telephone and in person.
- Ability to communicate effectively and develop good team relationships with coworkers.

Every employee at the Colorado Chautauqua Association is expected to be a creative problem solver as well as possess a strong and positive attitude regarding hospitality and customer service, striving to provide a high quality guest experience through every action taken.