Bookkeeper

Location: Edwards, CO
Start date: ASAP
Employment Type: Full time, Year round
Pay range: $27- $29/hour DOE
Schedule: Monday - Friday 9am-5pm. Expected to work some special events during weekends and/or outside of regular working hours.

Applicants are encouraged to apply by Oct 24th, however the job will be posted until filled.

Why is EVCF a great place to work?

Great Compensation & Benefits: Enjoy subsidized medical, dental, and vision coverage options, along with up to a 3% retirement match, ensuring your well-being and financial security.

Learning & Development Opportunities: We believe that investing in training and development is the right thing to foster growth and possibilities for all employees.

Flexible Time Off and Holiday Schedule: Enjoy the benefits of flexible time off, along with a generous holiday schedule!

Rewarding work in a great work environment: At EVCF we care about our community and each other. We work towards helping employees be at their best, so we can successfully take care of our community members.

Our Culture

At Eagle Valley Community Foundation, we are deeply committed to fostering an inclusive, empowering, and compassionate work environment that reflects the diversity of the communities we serve. We believe in the strength of collective voices, recognizing the unique experiences, perspectives, and needs of our community. At the heart of our foundation is a dedication to creating a future where all individuals, regardless of their background, can thrive.
By cultivating an environment of respect, trust, and shared purpose, Eagle Valley Community Foundation is more than just a place to work—it's a community dedicated to making a difference, together.

Position Summary

The Bookkeeper will be responsible for maintaining the financial records of the organization in a timely and accurate manner, ensuring compliance with non-profit accounting standards and regulations. The ideal candidate will manage day-to-day financial transactions, support budgeting and reporting, and work closely with the finance team to ensure the organization's financial health.

Essential Duties and Responsibilities

Financial Record Keeping:
 - Maintain general ledger accounts by entering all transactions including income, donations, grants, expenses, and accounts payable/receivable.
 - Reconcile bank and financial accounts monthly to ensure accuracy.
 - Record and track donor contributions, grant disbursements, and restricted funds.
 - Primary oversight ensuring daily, weekly and monthly accounting work is completed in a timely manner and accurately
 - Reconcile monthly credit card statements

Accounts Payable & Receivable:
 - Process invoices, reimbursements, and vendor payments.
 - Track incoming payments, including grants, donations, and fiscal sponsorship fees.
 - Follow up on overdue payments and prepare accounts receivable reports.

Financial Reporting:
 - Generate monthly and quarterly financial reports for management, the board, and funders.
 - Prepare financial statements and reports for audits, grant proposals, and funder requirements.

Compliance & Audit Preparation:
 - Ensure compliance with non-profit financial regulations and reporting standards, including IRS requirements for non-profits
 - Support annual financial audits by providing necessary documentation and schedules.
 - Protects assets by establishing, monitoring, and enforcing internal controls

Grants Management:
 - Track grants and restricted funds, ensuring proper allocation and reporting.
 - Work with program staff to monitor budget allocations for projects and programs.

Donor Management:
 - Maintain a donor database, ensuring accurate records of contributions.
 - Generate donation receipts and acknowledgment letters as required by funders or donors.

Financial Systems Management:
 - Use accounting software: QuickBooks, Bloomerang, Bill.com, and Certify to manage financial transactions and reporting.
 - Suggest improvements to financial processes to ensure efficiency and transparency.
 - Create and maintain Standard Operating Procedures (SOPs) for QBO

● Maintain close communication with outside financial contractors.
● Other duties as assigned.

Qualifications

Knowledge, Skills and Abilities
 - Proficiency in accounting software (QuickBooks) and Microsoft Office (Excel, Word).

- Strong organizational and time management skills with the ability to prioritize tasks.
- High level of accuracy and attention to detail.
- Excellent communication skills, both written and verbal.
- Understanding of non-profit financial management and reporting requirements.
- Familiarity with donor management systems and grant reporting processes.
- Ability to work independently and as part of a collaborative team.
- Commitment to the mission and values of the non-profit organization.

Education and Experience
  - Associate's or Bachelor's degree in Accounting, Finance, or a related field (or equivalent experience), preferred.
  - Minimum of 2-3 years of bookkeeping experience, preferably in a non-profit organization.
  - Familiarity with non-profit accounting principles, fund accounting, and restricted funds management.

Benefits

Comprehensive medical, dental and vision plans

Paid Time OFF (PTO) and sick time

Retirement Plan with 3% match

Paid Medical Leave

Professional development opportunities

Flexible work arrangements

13 paid holidays

How to Apply:
Interested candidates should submit a cover letter and resume to Virginia Lecea at virginia@eaglevalleycf.org.

Diversity, Equity and Inclusion
Eagle Valley Community Foundations is an Equal Opportunity Employer. At our organization we embrace diversity, respect, and inclusion. We do not discriminate with regard to age, race, color, religion, sex, sexual orientation, gender identity or expression, genetics, national origin, disability, veteran status or any other legally protected status. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.