

9Health Accountant Role

9Health Fair is the largest volunteer-driven, non-profit health, wellness and prevention effort in the nation. Our mission is to raise health awareness and provide people with the tools they need to take responsibility for their health. Thanks to the support of more than 16,000 statewide volunteers, we've helped save thousands of lives by providing affordable and convenient screenings and health education. We've proudly impacted more than 1.7 million individuals since inception who took the time to learn more about their health and take control of their lives.

You would be responsible for our day to day accounting activity, assisting with the month end close process and financial statement preparation, supporting our volunteer cashiers and other projects. You would work directly with the CFO. In addition, you are passionate about the mission of 9Health, helping all Coloradans live their best, healthiest life.

Responsibilities

- Prepare journal entries, analyses, account reconciliations, bank reconciliations and assist with monthly close processes
- Full cycle accounts payable; process vendor invoices, reimbursements, credit cards and payments via check or ACH
- Reconcile Health Fair revenue, prepare and record sponsorship invoices and donations, process all cash receipts
- Assist with financial statement preparation and the annual audit by preparing supporting schedules
- Manage our volunteer cashiers and ensure that the cashiering function works smoothly at the health fairs throughout the Spring and Fall seasons
- Prepare annual 1099s

Qualifications

- 2-5 years full cycle accounting experience
- Accounting degree and nonprofit experience is preferred
- Basic understanding of U.S. GAAP
- Intermediate to advanced level Excel skills
- Experience with various accounting software, preferably Blackbaud Financial Edge
- Demonstrated ability to take initiative and work independently
- Highly organized, strong concern for accuracy and attention to detail
- Discretion handling and communicating sensitive and confidential information
- Ability to work in a team environment and communicate effectively
- A positive attitude and willingness to do whatever it takes to get the job done
- Applies problem solving skills to address issues within guidelines
- Ability to adjust and change or to learn new skills and methods to accommodate company growth

Our team members enjoy

- The chance to work with passionate colleagues to help improve the health of Coloradans
- Excellent benefits and 401K matching (immediate vesting)
- 19 days of PTO and 8 Holidays (prorated)
- Free parking

If interested in this role, please complete and submit resume to <https://www.jobs.net/jobs/tegna/en-us/job/United-States/Accountant/J3T7946BRG2MLB1WVR5/>. No phone calls please.