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## Full Job Description



**POSITION TITLE:** Accounting I

**DEPARTMENT:** Accounting

**REPORTS TO:** Director of Finance

**WORK SCHEDULE:** 8 a.m. to 4:30 p.m., Monday through Friday

**FLSA Status:** Full Time/Non-Exempt

**SALARY RANGE:** \$21.63-\$23.08

***Brothers Redevelopment is a nonprofit organization that provides housing and various housing-related services for the region's low-income community members, older adults, and people living with disabilities across Colorado.***

Schedule: Shift – approximately 8 hours per day between the hours of 8:00 a.m. to 4:30 p.m. with a 30-minute lunch break unless arrangements have been agreed to by the employer and the employee; 5 days/week. Usually 40 hours/week. This role will be required to come into the office periodically to deliver checks for pick up by landlords. May also be required to attend meetings in person as needed.

### **JOB SUMMARY:**

Accounting I is responsible for overseeing the company's financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations.

### **ESSENTIAL FUNCTIONS:**

- Maintain records of financial transactions by establishing accounts; posting transactions; ensuring legal requirements compliance.
- Develop systems to account for financial transactions by establishing and maintaining a chart of accounts, defining bookkeeping policies and procedures.
- Maintain accurate job costing information by reviewing each transaction prior to posting to ensure information is notated.
- Maintain subsidiary accounts by verifying, allocating, and posting transactions.
- Balance subsidiary accounts by reconciling entries.
- Maintain general ledger by transferring subsidiary account summaries.
- Balance general ledger by preparing a trial balance; reconciling entries.
- Maintain historical records by filing documents.
- Prepare financial reports by collecting, analyzing, and summarizing account information and trends.
- Comply with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Contribute to team effort by accomplishing related results as needed.
- Preparation of financial information for annual audits.
- Other duties as assigned.

### **REQUIRED EDUCATION AND EXPERIENCE:**

- Associate degree in accounting, finance, or related field.
- 4-6 years of related experience or a commensurate combination of education and experience.
- The position requires good clerical and administrative skills with emphasis on verbal and written communication skills (in English), good common sense; positive attitude; willingness to take initiative; and ability to maintain confidentiality.
- Ability to work accurately and quickly under company deadlines.
- Ability to operate computer hardware and to work with software applications.

- Communication skills – ability to express ideas clearly and concisely, in writing and verbally.
- Interpersonal skills – cooperative, courteous, flexible and good natured.
- Effective work skills – conscientious, persistent, resourceful, productive and active.
- Must have the ability to make decisions and judgments.
- Must have the ability to exercise considerable judgment and discretion in establishing and maintaining good working relationships and deal with employees in an efficient and professional manner.
- Must have the ability to work independently.
- Must have the ability to multi-task.
- Must have excellent customer service skills.
- Must have attention to detail and accuracy.
- Ability to prioritize and balance multiple tasks and commitment to meeting and exceeding deadlines and goals.
- Must hold a valid driver’s license, insurance, and reliable transportation.

**MENTAL DEMANDS:**

- Most of the duties are varied and regularly require analysis, comprehension, or limited judgment and discretion. Some of the duties may not conform to standard practices requiring the use of the analysis and interpretation to resolve problems.
- Requires the use of mathematical skills occasionally or about 1/3 of the time.
- Requires continuous concentration, alertness, and attention to detail.
- Requires an intermediate level of reading and writing.

**PHYSICAL DEMAND CLASSIFICATION:** LIGHT (Occasionally lifts up to 25 pounds)

**PHYSICAL AND COMMUNICATION DEMANDS:**

- Constant (67-100%): Forward reaching, grasping, handling, fingering, vision, hearing, sight with color perception, writing or composing in the English language, reading.
- Frequent (34-66%): Sitting, talking to coworkers, talking on the phone, responding to written/verbal requests from coworkers, responding to written/verbal requests, receiving verbal instructions, receiving written instructions.
- Occasional (1-33%): Standing, walking, stair climbing, bending, squatting, kneeling, stooping, crouching, climbing, twisting, side bending, over-head reach, talking to customers, written communication to customers.

**DESCRIPTION OF TASKS:**

- *Pushing/Pulling: Occasional pushing/pulling is required when the employee is using hand truck to move files or office supplies. Force pounds were estimated to be up to 25#.*
- *Lifting/Carrying: Occasional lifting/carrying is required when the employee is moving files, boxes, and office supplies. Force pounds were estimated to be up to 25#.*
- *Sitting: The employee sits constantly at a work station or desk.*
- *Standing/Walking: Alternate standing and walking is performed occasionally when employee is walking to make copies at the copying machine, faxing documents, or going to assist others in the company.*
- *Climbing: Climbing is performed when the employee needs to climb onto a step stool to reach items on shelves.*
- *Bending/Stooping/Crouching: Forward torso bending, stooping and crouching may be preference of the worker when reaching or material handling at lowered work surfaces, and/or reaching for items on the lower shelves.*
- *Squatting/Kneeling: These techniques can be used by the employee when performing lifting, carrying, or with position tolerance tasks. Squatting/kneeling can be applied up to 1/3 of the workday.*

This position has regular verbal and written contact with administrative personnel, middle, and senior management. The nature of these communications range from a routine exchange of information to a process of securing information and/or responding to inquiries where explanation and discussion may be required using judgment.

**EQUIPMENT, MACHINES, TOOLS USED:**

Computer, computer software, scanner, printer, telephone, copier, facsimile machine, calculator, postage machine, paper cutter, and hand truck. May use other equipment as required for the position.

**DESCRIPTION OF WORK ENVIRONMENT:**

Environmental Exposure:

Inside: 100%

Temperature: Air-conditioned room

Work is performed primarily indoors unless the employee is required to go out of the office on errands. Employee will be in contact with chemicals (i.e., toner for copier and facsimile machines), and materials (i.e., paper) normally found at offices. Employee will also be exposed to minimal noise and vibration.

Vision and Hearing:

Must be able to clearly see the computer monitor with or without corrected vision. Must be able to judge or distinguish distance and space relationships.

Must be able to hear within a normal range with or without a hearing device.

**BENEFITS:**

403B with 3% match, Health Insurance, Dental Insurance, Vision Insurance, Life Insurance, Paid time off including vacation, sick and personal leave; plus, paid holidays; and a solid working environment!

**ADDITIONAL INFORMATION:**

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description. Reasonable accommodation will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

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Employee’s Signature

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Date

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Employee’s Printed Name