



STAFF ACCOUNTANT

Summary: For 30 years, Mile High Youth Corps (MHYC) has transformed lives, communities and the environment through meaningful youth development and service programs rooted in conservation and the community. The Finance Department is currently seeking a Staff Accountant to provide accounting and finance support to the organization. Primary areas of responsibility include managing and processing payroll, accounts payable, accounts receivable, grant billing and tracking, and assisting with the annual audit. She/he/they must be able to adapt to an evolving environment and thrive in an autonomous and deadline-oriented workplace. This position supports programming that is partially funded by AmeriCorps.

Responsibilities:

- Managing and processing all aspects of payroll for the organization
- Processing Accounts Payable and Accounts Receivable
- Billing, tracking and documenting the use of grant funding
- Assisting in the preparation of financial documents
- Assisting with the annual financial and compliance audit
- Assisting with the maintenance of the general ledger
- Conducting monthly and year-end closing procedures
- Other duties as assigned

Qualifications

Education: Bachelors degree in Accounting preferred. Significant professional experience may be substituted for post-secondary education.

Required Qualifications

- 2-3 years of progressively responsible accounting experience, preferably in a non-profit setting
- Strong commitment to Mile High Youth Corps' mission, vision and values.
- Proficient with Quickbooks, Excel and Microsoft Word.
- Experience running and managing payroll.
- Knowledge of accounting principles and practices, especially as it relates to nonprofit accounting and GAAP principles and practices.
- Flexibility and the ability to adapt to an evolving environment.
- Ability to meet deadlines and complete tasks in a detailed and timely manner.
- Excellent analytical and organizational skills
- Ability to work independently and with a team.
- Demonstrated ability to effectively communicate with diverse stakeholders.
- Commitment to diversity, equity and inclusion practices

- Ability to pass pre-employment background check, including an FBI criminal background check, which requires fingerprinting.
- Must be able to legally work in the United States which will be verified through the Federal E-Verify program on the first day of employment.
- MHYC has a COVID-19 vaccination requirement. Individuals must submit proof of full vaccination, partial vaccination, or submit their medical or religious COVID-19 vaccination exemption request by their first day. If only partial vaccination is submitted, proof of the second shot needs to meet the recommended time interval of the vaccine administered.
- Valid driver's license with insurable driving record.

Desired Qualifications

- Knowledge of government grants (including federal grants) preferred.

Hours & Compensation:

This is a full-time, salaried (exempt/regular) position with benefits. The pay range for this position is \$55,000-\$58,000 depending on experience. This is a hybrid office/remote position: Minimum 60% of weekly hours must be site-based; up to 40% may be remote work with supervisor approval as per MHYC policy. Paid time off accrual begins immediately upon hire. Medical, dental and life benefits are available on the 1st of the month after working 60 days; eligible for participation in MHYC's 403(b) retirement plan. Some evenings and weekend hours may be required for MHYC related functions.

To Apply:

Candidates are asked to provide a resume and a cover letter including pertinent personal and/or professional experience. *In the absence of specific work-related experience, applicants are encouraged to describe personal experience that pertains to position requirements in their cover letter.* Send resume and cover letter to: **staffjobs@mhyc.net** (include "Staff Accountant" in the subject line). No calls please.

Mile High Youth Corps is committed to diversity in principle and practice, both in the community at large and within the organization. We are, therefore, committed to having our internal operations and employment practices administered on a non-discriminating basis inclusive of, but not limited to, race, religion, color, socio-economic status, gender, age, sexual orientation, military or veteran status, physical or mental disability, marital status, or national origin.

More information can be found at www.milehighyouthcorps.org