



Position Announcement

Senior Accountant

The Colorado Legacy Foundation (CLF), a 501(c)(3) corporation, is seeking a Senior Accountant to report to the Chief Financial Officer. CLF is a rapidly growing non-profit which partners with the Colorado Department of Education to advance innovation in public education. CLF is a 25+ person organization with an annual operating budget of over \$9,000,000. This is an exciting position with strong growth potential for the right candidate.

The Colorado Legacy Foundation

CLF believes that increased student achievement for all Colorado students requires effective leaders in every school, effective educators in every classroom, and healthy and engaged students who come to school ready to learn.

CLF exists to catalyze bold, comprehensive, systemic change in Colorado's K-12 educational system. It pursues increased student outcomes by identifying levers for driving student achievement, supporting improved policy and its conversion into effective and sustainable practices, and helping to build implementation capacity at CDE and in school districts statewide. CLF promotes creative and collaborative solutions by conducting research, spurring dialogue, incubating innovative ideas, brokering partnerships, identifying proof points, and scaling adoption of promising practices.

Job duties include, but are not limited to:

- Full cycle G/L accounting, including accounts payable
- Financial statement preparation and budget-to-actual variance analysis
- Grant spending reports
- Assist the CFO with annual audits
- Payroll
- Assist the CFO with budget preparation and budget management
- Human resources
- Office administration
- Other duties, as assigned by the CFO

Requirements:

- 4 year accounting degree
- 3-5 years of progressive accounting experience, public accounting experience preferred but not required
- Strong knowledge of GAAP (non-profit experience preferred, but not required)
- CPA or CPA candidate preferred but not required
- Strong written, verbal and analytical skills

- Excellent organizational skills and attention to detail
- Strong computer skills including Excel, Word, Outlook and general ledger software
- Ability to work independently and to manage multiple assignments and deadlines

Salary is commensurate with experience, plus competitive benefits.

Please send cover letter, salary requirements and resume to jobs@colegacy.org. Include Senior Accountant in the subject line of your email.

The Colorado Legacy Foundation is an equal opportunity employer that values diversity in the workplace. CLF strives to be an inclusive organization, and as such takes affirmative action to insure that discrimination does not occur against an employee or applicant on the basis of race, creed, color, age, sex, national origin, marital status, sexual identity, sexual orientation, religious or political affiliation, disability or any other classification considered discriminatory under applicable law.