

## Assistant Controller Contract Description

**PURPOSE OF POSITION** To support most aspects of accounting functions and perform accurately and timely. You are responsible to identify and prevent discrepancies using and creating internal controls. You are to have a good knowledge of accounting principles and a general understanding of fund level accounting. You must be reliable and able to carry out tasks autonomously and collaboratively. You must be fluent in Microsoft Excel and have experience using accounting software. Accounting responsibilities must be completed by the timeline identified by the Finance Director. The goal is to contribute to keep the accounting and financial process of the company up to audit standards and ensure accurate financial reporting and control.

### ESSENTIAL FUNCTIONS

- Accounts payable and receivable
- Reconcile and post employee credit card and expense reports
- Filing and maintaining all accounting records digitally or hard copy
- Deposit cash receipts and post in accounting system
- Post payroll reports
- Create company and grant fringe benefit calculations
- Compile grant billing documentation
- Balance sheet reconciliations
- Financial projects as requested by Finance Director
- Complete journal entries
- Complete investment activity schedules
- Develop and process financial reports to staff
- Assist with and resolve IT issues relating to workstation and accounting software
- Assist with annual audit schedules and workflow
- Assist with the annual budget
- Assist with compiling income tax schedules and financial statements

### REQUIREMENTS

- Proven experience in an accounting role and understanding of GAAP
- Knowledge of accounting and financial processes (a/p, a/r, journal entries, account reconciliations)
- Understanding of data analysis
- Excellent knowledge of Microsoft Excel and Word and experience with financial software
- Attention to detail and problem-solving skills, organized workspace and able to prioritize work flow
- Very good communication and interpersonal skills
- BS/BA in accounting is preferred

### Additional information

- Reports to Finance Director and President & CEO
- Start date - Immediate
- Compensation - Commensurate with experience
- Contract position, approximately 20-30 hours/week

Please send cover letter & resume by July 11, 2019 to [paul@telluridefoundation.org](mailto:paul@telluridefoundation.org)