



## Accounting Clerk Job Duties

The Accounting Clerk at the Telluride Foundation will support the Foundation's accounting operations and internal controls. The Accounting Clerk supports day-to-day accounting procedures and accounting software systems and reports to the Financial Controller.

### **Duties Include:**

- Update chart of accounts, vendor, and donor profiles in accounting system
- Post journal entries
- Process accounts payable including grant and scholarship distributions
- Deposit cash receipts
- Process donor pledges, donor contributions, grant awards and accounts receivable payments
- Process reimbursable grant billings
- File federal grant reports and complete federal HRSA grant draws
- Assist in bank reconciliations
- Compile and distribute donor fund statements
- Prepare IRS Forms 1099 and 1096
- Act as Liaison with third party payroll company to ensure payroll is processed correctly

### **Qualifications:**

- Experience in Fund level Accounting at a nonprofit organization
- Knowledge of GAAP
- Proficiency in accounting software including MS Office applications
- Excellent communication skills

### **Compensation and benefits:**

- Hourly pay between \$35-55 based on experience and skills, with an estimated time commitment of 10-16 hours per week
- Position is on a part time or contractor basis without benefits

Submit cover letter, resume and 3 references to Elaine Demas at [elaine@telluridefoundation.org](mailto:elaine@telluridefoundation.org)