

## Senior Accountant – Part-Time

CCAI (DBA Chinese Children Charities) is a non-profit 501c3 charity recognized by the U.S. federal government, accredited by the Hague Accreditation, and licensed by the states of Colorado, Florida, Georgia, Texas, and Wyoming. CCAI exists to find loving and permanent homes for abandoned/orphaned children, to offer humanitarian assistance to orphans left behind, and to provide cultural, educational and emotional support to adopted individuals and their families.

### **Job Summary:**

The Senior Accountant will assist the CEO in all financial aspects of the agency. This includes, but is not limited to, providing accurate and timely financial reports, ensuring effective and transparent accounting for all financial transactions of the agency, providing the CEO, President, and the Board with financial data and reports on which management decisions can be based, and helping CCAI to maintain 501(c)(3) status.

### **Duties/Responsibilities:**

This position is the main accounting position at CCAI, and will be responsible for all accounting related items from data entry to publishing financials and filing tax returns. Some of the specifics include:

- Completes all monthly close activities and prepares financials for CEO review.
- Reconciles all bank and general ledger accounts, on a monthly basis. Follows up on any reconciliation issues that are uncovered.
- Reconciles cash receipts between the accounting system and the Access databases.
- Process semi-monthly payroll and post into the accounting system.
- Provide outside accountants with all necessary data for the annual audit.
- File 990 tax forms, 1099's, and 1096's annually for CCAI.
- File Sales Tax reports monthly and quarterly for sales activity at the onsite store and camp sales.
- Maintains knowledge of acceptable accounting practices and procedures.
- Performs other related duties as assigned.

### **Required Skills/Abilities:**

- BA/BS in Accounting, or related field.
- Three years minimum experience as a full-charge accountant, including payroll through financial reporting in preferably a nonprofit multi-state and international environment.
- Basic computer knowledge and proficient with Excel and Access. Experience with Araize FastFund a plus.
- Understanding of basic investment instruments
- Detail-oriented and excellent organizational skills
- Good written and verbal communication skills.

**Anticipated wages:**

- \$35 an hour, 25 – 30 hours a week.

**Work Location and Environment:**

- 6920 S Holly Circle, Centennial, CO 80112
- Office Building

**Physical Requirements:**

- Prolonged period sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.