



Position: Accountant

Status: Exempt/Fulltime

Supervisor: Controller

Overview:

Want to help end homelessness? If so, you're in the right place. Keep reading to find more about this exciting opportunity to join our team.

The Metro Denver Homeless Initiative (MDHI) is a non-profit organization with over 20 years of leadership in addressing homelessness in the seven-county metro Denver region. We're dedicated to a housing first approach to ending homelessness. The primary responsibility of this position is to assist the Controller and Administration of the Metro Denver Homeless Initiative with financial bookkeeping, accounting processes, payroll and administrative tasks related to the entity's legal status. A clear understanding of generally accepted accounting principles (GAAP) and 501(c)(3) nonprofit administration are required for this position.

MDHI is an organization that values diversity and we encourage people from all backgrounds to join our team. *We highly value the lived expertise of individuals who have personal experiences with homelessness.* As an employer we are committed to ensuring equity is applied to all employment policies, procedures, and decisions. This is consistent with the MDHI's goal of achieving and ensuring diversity in the workplace and equity within the Metro Denver Continuum of Care.

Areas of Responsibility:

The Metro Denver Homeless Initiative (MDHI) is a 501(c)(3) that serves as the Continuum of Care for over 150 local agencies, faith-based organizations and government programs in the seven county Metro Denver community and is committed to breaking the cycle of homelessness and ensuring that people experiencing homelessness have an opportunity to achieve and maintain maximum self-sufficiency. To learn more, visit www.mdhi.org.

ESSENTIAL JOB RESPONSIBILITIES

Bookkeeping:

- Enter and maintain accurate financial data, including income and expense transactions, payroll detail, asset and liability adjustments, restricted account balances, depreciation etc.
- Work with MDHI's Controller to prepare and submit payments.
- Prepare monthly funder financial reports and review for accuracy.
- Prepare documentation for annual audit and 990 and assist with audit completion process.
- Reconcile cash accounts monthly.

- Assist with annual organizational budget preparation.
- Generate invoices and statements.
- Communicate with vendors regarding bills, account balances/credits and related issues.
- Communicate with partners regarding payments and outstanding amounts owed.
- Monitor cash flow and budget to actual on an ongoing basis.
- Prepare annual 1099 forms for contract labor on timely basis. Maintain files for contract labor including any contracts, W-9 forms and payment records.
- Prepare financial statements and reports for Board of Directors such as statement of activities, statement of financial position, statement of changes in net assets, cash flow, and statement of grant activity for active grants.

Grants Management:

- Ensure that MDHI grant records are properly maintained.
- Track deadlines for grant invoicing.
- Assist with preparation of grant invoices.
- Track payments received.
- Prepare financial reports for foundations and government agencies as required. Assist with preparing program budgets for inclusion with grant requests.
- Assist with administration for the MDHI Flex Fund: Process payments to vendors and agency reimbursements for MDHI Flex Fund; facilitate communication regarding MDHI Flex Fund requests; track all requests, types and amounts of assistance, and other household information for reports.

Other Responsibilities:

- Assist with reviewing and submitting payroll, including tracking timesheets and paid time off.
- Serve as liaison with professional employer organization (PEO).
- Perform other assigned duties including other administrative tasks such as filing financial documents, documenting accounting procedures, responding to external requests, preparing financial reports or financial research as requested by Controller, Executive Director Deputy Director, or Board Treasurer

Qualifications and Skills

Required:

- Experience in nonprofits, especially in an accounting capacity.
- Knowledge of Generally Accepted Accounting Procedures (GAAP).
- Advanced computer skills including proficiency in QuickBooks/Bill.com and Microsoft Office. Quick learner, self-motivated, with excellent time management skills.
- Strong organizational skills.
- Effective written and verbal communication skills. Flexible and personable.
- Able to receive direction from others.
- Ability to handle multiple detailed duties with a very high level of accuracy.

Preferred

- Bachelor's degree or advanced coursework in accounting or business/nonprofit administration.
- *Lived expertise of homelessness is highly valued* (literal homelessness, personal experiences with the shelter system, or any other form of homelessness as defined by HUD, the Department of Education, DHS, etc.)
- Diverse candidates (BIPOC, etc.) encouraged to apply

Benefits

MDHI offers an excellent benefit package, including:

- A highly-competitive salary that aligns with our philosophy of hiring the best and brightest in the region
- *Employer paid* medical, dental, and vision insurance at 100% for the employee with family plans available
- Generous paid time off and a culture that encourages a healthy work/life balance
- Life insurance (because it's important)
- A 403(b) retirement plan available from your hire date
- A flexible work environment, dedicated to ensuring your safety and security during COVID-19 and other health crises

Interested candidates should submit a cover letter and resume to: careers@mdhi.org.

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