Description: The primary responsibility of this position is to assist the Director of Finance 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.

About Organization:
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, etc.
- Work with Director of Finance and Administration to prepare and submit payments.
- Prepare monthly financial reports and review for accuracy.
- Prepare documentation for annual audit and 990 and assist with audit completion process.
- Reconcile cash accounts monthly.
- 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 Emergency Solutions Grant (ESG): collect and review grant reimbursement requests from agencies funded by MDHI for; submit payment requests to funder; generate and submit quarterly financial and program reports; regularly review program budgets and communicate any issues or concerns in a timely manner.

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 Director of Finance and Administration, Executive Director. Deputy Director or Board Treasurer.

SKILLS AND QUALIFICATIONS
Required:
Basic accounting skills.
Knowledge of Generally Accepted Accounting Procedures (GAAP).
Basic 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 Qualifications:
Bachelor’s degree or advanced coursework in accounting or business/nonprofit administration.
Experience in nonprofits, especially in an accounting capacity.
Salary:  Salary is commensurate with experience
Employment Type:  Full-time

Interested applicants should submit resume and cover letter to Kelly.hellman@mdhi.org.

The position will remain open until filled.