



## ACCOUNTING SPECIALIST

**Job Title:** Accounting Specialist  
**Reports To:** Associate Director of Finance, Grants & Operations  
**Salary Range:** \$21 - \$25 per hour  
**FLSA Status:** Part-time, non-exempt, working 15-20 hours per week  
**Location:** Work from Home (candidates from Denver metro area strongly preferred)

**Organization Summary:** WINGS is a non-profit organization whose mission is to break the cycle and heal the wounds of childhood sexual abuse by providing education, advocacy and support to adult survivors, loved ones, providers and the community. We're ushering in the day when *all* survivors and their supporters have the resources they need to speak about, heal from and thrive beyond childhood sexual abuse trauma.

**Our Guiding Principles:** Inclusivity | Confidentiality | Empowerment | Resilience | Voice | Self-care | Accountability | Advocacy

**Commitment to Diversity, Equity & Inclusion:** WINGS is committed to being an anti-racist organization, grounded in intersectional principles and fostering a culture of respect and inclusion for all. We are actively engaged in a transformational process to build these principles into all aspects of our staff and volunteer leadership, policies, practices, and programming.

**Commitment to Trauma Informed Care (TIC):** WINGS' mission and our work centers on principles of trauma-informed care, guided by SAMHSA (Substance Abuse & Mental Health Services Administration):

- Safety
- Trustworthiness & transparency
- Peer support
- Collaboration & mutuality
- Empowerment, voice & choice
- Cultural, historical & gender issues

**Position Summary:** WINGS seeks a thoughtful, proactive, detail-oriented and team-focused Accounting Specialist to successfully conduct key financial responsibilities by ensuring adherence to internal controls set by the Associate Director of Finance, Grants and Operations (ADFGO). WINGS is a growing non-profit with complex and sophisticated finance functions, policies, and procedures in place to manage our \$1.6 million budget. The Accounting Specialist will help ensure a strong, agile, and efficient financial foundation for the agency by compiling all accounts payables and receivables, recording transactions and accruals, and preparing regular payments of invoices. The staff will also manage the financial portions of grant administration (government and private) and reporting. The Accounting Specialist is a valuable member of WINGS' finance team and will ensure compliance with generally accepted accounting principles (GAAP).

**Essential Duties and Responsibilities:** To perform this job successfully, an individual must be able to perform the following satisfactorily.

### **Accounts Payable**

- Process accounts payable in an accurate and timely manner, ensuring the items to be paid are authorized, properly coded, and recorded in the financial recording system
- Conduct regular reconciliation of credit card expenses and ensure backup documentation is available
- Research, track, and restore accounting or documentation problems and discrepancies
- Set up new vendors & expense codes in QuickBooks
- Reconcile accounts payable monthly
- Manage all vendor relationships and resolve billing issues
- Input payroll information for payroll vendor on a biweekly basis
- Process retirement contributions
- Perform routine backups of QuickBooks

### **Accounts Receivable**

- Deposit checks and cash received, entering coding into the general ledger
- Reconcile ACH/electronic deposits
- Reconcile accounts receivable monthly

### **General Ledger Operations**

- Prepare and enter assigned journal entries
- Monitor data accuracy
- Maintain reconciliation of assigned balance sheet and income statement accounts
- Maintain fixed asset schedule and documentation
- Prepare materials and financial reports for bimonthly Board of Directors meetings
- Create reports as needed for the Executive Director or ADFGO

### **Grant Financial Reporting**

- Prepare monthly reports to monitor spending on each government grant
- Prepare quarterly financial reports in accordance with grant requirements
- Track and maintain grant funder paperwork requirements related to contractors/consultants
- Work closely with the ADFGO on grant budget projections and re-allocation calculations, when necessary

### **Administration**

- Obtain W-9's for all non-corporate vendors and maintain current filing
- Track and monitor vendor contracts for both grant-funded and non-grant funded contractors
- Order supplies
- Manage all insurance policies (workers compensation, general liability, D&O, etc.)
- Create and maintain the most accurate and up to date process narratives, forms, and procedures related to WINGS' financial activities
- Maintain and secure current finance and grant documents in SharePoint
- Implement recommendations for process improvement and updates, as appropriate
- Provide timely responses to any requests from CPA auditors

### **Year End Activities**

- Complete annual 1099 and 1096 reporting
- Assist in the annual budgeting process
- Assist the ADFGO in preparation of annual audit by external CPA firm

**Other Duties:** Other duties as assigned.

**Knowledge, Skills & Abilities:**

- Intermediate knowledge of Microsoft Office suite, required
- Exceptional organizational skills and ability to work in a fast-paced environment
- Ability to maintain courteous and professional relationships with all WINGS clients, vendors, and staff
- Ability to deliver results with timeliness, accuracy, and completeness, to the highest ethical standards, and in accordance with generally accepted accounting principles
- Experience in non-profit and/or grant accounting, a plus

**Education/Experience:**

- Bachelor's degree with emphasis in accounting or equivalent work experience, required
- 2 years' experience reconciling activity within an integrated accounting system on a monthly, quarterly and annual basis
- 2 years' experience with GAAP and ability to apply those principles to internal processes, required
- 2 years' working with integrated accounts payable packages required, QuickBooks preferred

**Supervisory Responsibilities:** None

**Work from Home:** This is a fully-remote, work from home position. Because this position deals with confidential information and situations, the staff must work from a home office; the Accounting Specialist *cannot* conduct WINGS' business in a public location. WINGS will provide a laptop for work use, but the employee must have access to reliable internet service and provide their own cell phone, which can download the phone service app utilized by WINGS.

**Salary and Benefits:** Competitive salary commensurate with experience starting at \$21 - \$25/hr. Part-time employees receive pro-rated pay for 9 annual holidays and earn Sick & Safe Leave paid time off. The position will work 15-20 hours per week and has the potential to increase in hours as the financial needs of the agency expand in the future.

*WINGS values and is strengthened by diversity. We are committed to ending bias and discrimination in our community and ensuring equity within all aspects of our organization. We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment, transfer, or promotion opportunities without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status, or any other characteristic protected by law.*

**Instructions to apply:**

- Please send your letter of interest, résumé, and answers to the five questions found below to [ruthanne.cutright@wingsfound.org](mailto:ruthanne.cutright@wingsfound.org). Use the subject line: "Applicant – Accounting."
- Please do not include answers to the questions listed below within your letter of interest but rather provide them in a separate attachment.
- Please send all attachments as one single document, saved as a PDF, so formatting will be preserved.
- Applications will be accepted through Friday, September 16, 2022.

- 1) What would your greatest hopes be, if selected for this position?
- 2) What combination of skills, experience and attitude make you prepared for this role?
- 3) What would success look like for you if you were in this position?
- 4) What type of support would be helpful to you to achieve this success?
- 5) What do diversity, equity, and inclusion mean to you and why are they important in the workplace?