



DISABILITY LAW COLORADO™

Protecting the rights of Coloradans of all ages since 1976

EMPLOYMENT OPPORTUNITY Accounting Specialist

Disability Law Colorado's Denver office has an immediate opening for an Accounting Specialist.

RESPONSIBILITIES

- Produces accounting system transactions including accounts payable, accounts receivable, and other general ledger entries.
- Prepares information for payroll service, verifying accuracy, and assuring that appropriate deductions are made.
- Maintains employee payroll files.
- Makes bank deposits as necessary.
- Prepares a variety of financial reports for the Director of Administrative Services.
- Maintains records and information for annual auditing.
- Responsible for making sure time sheets are received, recording leave, preparing monthly leave report, and notifying employees of available leave.
- Assists Director of Administrative Services in administering employee benefits.
- Fulfills orders for publications and supports marketing activities as necessary.
- Work performance consistent with the Colorado Rules of Professional Conduct.
- Reconciles company credit card accounts on monthly basis.
- Produces invoices for publication sales, client billings and trainings as necessary.

EDUCATION and/or EXPERIENCE

- Familiar with accounting software as well as principles of nonprofit accounting.
- Knowledge of Microsoft Windows software, including Excel.
- Familiar with the Internet and email.
- Possesses a valid Colorado driver's license and is able to travel throughout Colorado.
- Associates Degree is required with a minimum of three years' progressively responsible administrative experience in financial functions.
- Work experience in bookkeeping essential.
- Accounting degree helpful.
- Knowledge of computer hardware and software maintenance preferred.
- Experience working with people with disabilities and/or service providers helpful.
- Bilingual with Spanish beneficial.

The closing date for this position is May 28, 2019.

Interested candidates please email, fax or mail resume with cover letter. In your cover letter provide answers to the two questions listed below.

1. Do you have nonprofit accounting experience?
2. Why are you interested in this position?

Julie Busby
Office Manager
Disability Law Colorado
455 Sherman St, Ste 130
Denver, CO 80203
FAX: (303) 722-0720
jbusby@disabilitylawco.org

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