

Catholic Charities of Southern Colorado

Catholic Charities of Southern Colorado is seeking an Accounts Receivable Specialist

Job Location: Pueblo, CO

Type: Full-Time

FSLA Status: Non-Exempt

Salary Range: \$45,000-\$50,000 annual

Reports to: Finance Director

About Us

For the past 80 years Catholic Charities of Southern Colorado (CCSoCo) has faithfully served our marginalized neighbors within the Diocese of Pueblo, a sprawling region encompassing 29 counties in the bottom third of the state, and home to one of the most stunning and diverse regions of our country. CCSoCo offers 15 evidence-based programs designed to stabilize, strengthen, and create opportunities for individuals and families. We employ a two-generation approach to alleviating poverty in Southern Colorado.

Benefits and Perks

We offer a salary range of \$45,000-\$50,000 annually. We value the employees' work-life balance by offering earned Sick and Vacation Leave, along with 12 paid holidays. We offer medical, dental, vision, and life insurance, and a retirement plan with company contributions.

What you will be doing

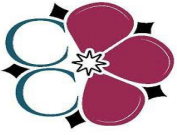
The Accounts Receivable Specialist is responsible for functions supporting the finance department with payables, receivables, payroll, and grant compliance to best support the agency mission. The Accounts Receivable Specialist will perform functions in a timely manner with strict attention to detail.

Are you interested in this opportunity?

**Continue reading for full job
description**

Duties and Responsibilities:

- Provides daily administrative support to the Director of Finance, AP & Payroll Accountant. Regularly handles confidential and non-routine information.
- Coordinates activities with the Finance Director to ensure tasks are on schedule.
- Maintains close coordination and communications on project plans and initiatives with the Finance Director, AP & Payroll Accountant and Finance Clerk.
- Ensures monthly, quarterly, and interim grant invoices are prepared, reviewed, and submitted on schedule in accordance with grant terms and/or department guidelines.



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- Analyzes budget to actual and remaining funds per contract and notifies program directors or other appropriate staff of variances.
- Monitors benefits and time and effort reports for compliance with grant, contract, and other funding source parameters.
- Verifies accuracy of financial transactions and ensures general ledger accounts are in conformance with GAAP and reports variances to finance director and other appropriate staff.
- Maintain files and documentation thoroughly and accurately, in accordance with organization's policy and accepted accounting practices.
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- Data entry of prescribed or assigned general ledger transaction under the guidance of the Finance Director.
- Maintains reporting for CARES program.
- Communicate regularly with internal and external data users.
- Research and gather financial information for projects assigned.
- Follow agency and fiscal policies with minimum direction.

Required Skills/Abilities:

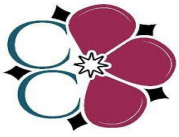
- Functional knowledge of accounting principles in practice
- Strong work ethic.
- Detail orientated with strong planning and organizational skills.
- Protects organization by keeping information confidential.
- Strong communication skills to serve internal and external users of financial data.
- Follow CCSOCO's values and demonstrate the behaviors that support the values.
- Ability to manage multiple projects, priorities, and deadlines.
- Strong customer/member services skills.
- Ability to excel in fast-paced, changing, and challenging environments.
- Proficient in MIP Accounting software or comparable accounting software.
- Strong spreadsheet competency.
- Respond in a timely manner to Finance department requests for information.
- Ability to exercise sound judgment and to make timely, value-based decisions.
- Proven ability to work collaboratively with people of diverse cultural and religious backgrounds.
- Ability to maintain a flexible attitude and approach towards assignments in keeping with job duties and department/agency policies.

Education and Experience:

- Associate-degree (or equivalent experience) in Business: Accounting or Finance or equivalent experience preferred.

Work Environment:

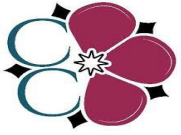
- Non-profit social service agency
- Business casual



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Physical Demands:

WORKING ENVIRONMENT:	SELDOM	OCCASIONAL	FREQUENT
COLD (50 F or less)		X	
HEAT (90 F or more)		X	
GASES/FUMES/DUST	X		
HEIGHTS	X		
NOISE			X
CLIMBING (Stairs/Ladders)			X
DRIVING			X
CRAWLING OR KNEELING	X		
BENDING		X	
WALKING/Uneven Surfaces		X	
WORKING ALONE			X
WORK WITH OTHERS			X
CHEMICALS/SOLVENTS	X		
MOVING HEAVY ITEMS:			
LIFTING/LOWERING	>20 lbs.	10-20 lbs.	< 10 lbs.
LIFTING OVER SHOULDER	> 10 lbs.	5-10 lbs.	< 5 lbs.
REACHING OVER SH'LDER	> 10 lbs.	5-10 lbs.	< 5 lbs.
REACHING FORWARD	> 10 lbs.	5-10 lbs.	< 5 lbs.
PUSHING	> 10 lbs.	5-10 lbs.	< 5 lbs.
PULLING	> 10 lbs.	5-10 lbs.	< 5 lbs.
CARRYING	> 20 lbs.	10-20 lbs.	< 10 lbs.
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMINATION			X
HEARING			X
SPEECH			X
MANUAL DEXTERITY			X
EYE/HAND COORDINATION			X
TRAVEL:			
LOCAL			X
NATIONAL	X		
INTERNATIONAL	X		
REPETITIVE MOVEMENTS:			
(please list)			



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<i>OPERATING MACHINERY:</i>			
COMPUTER and MOUSE			X
COPIER			X
FAX MACHINE		X	
PRINTER			X
TELEPHONE			X
OTHER (please list)			