



PART TIME ACCOUNTING CLERK

Job Announcement

Mental Health Colorado is a nonprofit, nonpartisan organization that works to promote mental health, end stigma and ensure access to treatment of mental health and substance use across the state of Colorado.

We are looking for an experienced Accounting Clerk to perform various accounting duties for our organization. The Accounting Clerk ensures that our Accounting functions are completed accurately and by assigned deadlines.

ESSENTIAL JOB DUTIES

- Prepare and enter check requests for processing
- Oversee employee reimbursement requests and credit card reconciliations
- Maintain vendor/payables files and oversee vendor relations
- Make bank deposits as necessary
- Enter receivables into accounting system
- Process credit card payments
- Other Accounts Payable and Accounts Receivable tasks as assigned
- General journal entries as necessary

REQUIREMENTS

- 2-5 years of experience in Accounts Payable or Accounting
- Strong attention to detail
- Experience with QuickBooks strongly preferred
- Experience with purchasing card and/or expense tracking software preferred
- Self-starter who thinks creatively and asks questions
- Proficiency with MS Office, Office 365, CRM (EveryAction/DonorPerfect/Kindful/etc.) preferred
- Ability to work collaboratively in a team environment
- Have a commitment to the cause of mental wellness and increased access to mental health and substance use services

COMPENSATION/BENEFITS

This position is a part-time, 20-25-hour per week, exempt position. The salary range for this position is negotiable based on experience.

Applicants should email a cover letter and resume to dmclaughlin@mentalhealthcolorado.org; please use the subject line "Accounting Clerk". Only electronic submissions will be accepted. We regret that we cannot respond to every applicant; only those selected for an interview will be contacted.

Mental Health Colorado is an equal opportunity employer. It is Mental Health Colorado's policy to recruit, hire, and promote persons in all job classifications without regard to race, color, gender, age, religion, national origin, disability, veteran status, marital status, or sexual orientation.