



Rocky Mountain SER is looking for caring, nurturing, responsible, and loving individuals to work with our children!

Why choose Rocky Mountain SER?

- *The opportunity to make a difference!*
- *Industry leading benefit package for employees!*
- *Training and continuous learning and development opportunities for staff!*
 - *Children Learn, Play, and Grow with us!*
- *Potential for tuition and credential financial assistance!*
 - *We provide **Education for the Future!***



We are currently seeking passionate and motivated **General Ledger Staff Accountant** for our Early Learning Centers in **Denver, CO**. This position is a regular **year around** position and is eligible for our generous benefit offerings including medical, dental, vision, matching 401k, and a fantastic paid time off plan!

Position Summary:

Under the general direction of the Director of Finance this position has primary responsibility for monitoring, recording and reporting activities for all Program and Agency locations. This position reviews and prepares journal entries, reconciliation, and other financial records to ensure general ledger and financial reporting integrity. This position also assists with the preparation of monthly reports, ad hoc reports, and yearly audits.

Duties and Responsibilities:

- Prepares journal entries consistent with GAAP requirements.
- Reviews, analyzes and prepares general ledger reconciliations, includes but is not limited to Operating Cash Accounts and Balance Sheet accounts.
- Creates and records account receivables reports.

- Performs financial analysis as necessary, including monthly departmental analysis.
- Assists in determining the proper internal controls that need to be put in place to ensure that all accounting transactions are recorded properly.
- Documents general ledger processes in the standardized format for distribution to all relevant staff.
- Reconciles and records all Child Care Assistance accounts and expenses.
- Prepares daily/weekly/monthly consolidated cash reports. Manages and reviews all cash activity.
- Assist in other projects as assigned.
- Up to 10% travel may be required.

Education, Credential, and Qualifications Requirements:

- Bachelor's degree in Accounting, Finance or other closely related degree required.

EXPERIENCE & SKILL REQUIREMENTS

- Minimum of 4 years of experience in general accounting.
- Must have advanced knowledge of MS Office (Excel and Word), payroll systems (ADP, Paycom, etc.), and accounting systems (Financial Edge, Great Plains, Solomon, etc.).
- Working knowledge of GAAP.
- Must have good understanding of accounting policies, procedures and best practices.
- Must have strong working knowledge of general ledger, reconciliations, and financial reporting.
- Ability to react with flexibility and sensitivity to changing situations and needs; act resourcefully to solve problems.
- Must have ability to research and think independently.
- Demonstrates ability to express the appropriate sense of urgency in dealing with situation that require additional resources and assistance.
- Must exhibit strong attention to detail, accuracy and deadlines.
- Must demonstrate strong analytical and organizational skills.
- Must have excellent communications skills (verbal, non-verbal, written, etc.).
- Must be people oriented and demonstrate professionalism, teamwork and positive attitude.
- Must have strong organizational and time management skills.
- Ability to perform mathematical functions and perform simple to complex calculations.
- Must be able to work independently and within a group setting.
- Demonstrates sense of urgency and mindful of deadlines with multiple and competing priorities.
- Skill in independently adapting, interpreting, and applying written guidelines and federal/state regulations to standardized work practices in a variety of situations.
- Must consistently demonstrate the utmost in confidentiality and professionalism.

- Experience in interacting with internal and external customers that represent various backgrounds.
- English proficiency (reading writing, speaking) is required for all positions.

SCREENING REQUIREMENTS

- Staff must submit an initial medical statement, signed and dated by a licensed physician or other health care professional, verifying that the employee is in good mental, physical, and emotional health appropriate for their position. This statement must be dated no more than 6 months prior to employment or within 30 days after the date of employment.
- Staff must submit a subsequent medical statement every 3 years OR more frequently as required by their physician.
- Staff must be current for all immunizations routinely recommended for adults by their health care provider.
- Staff must submit the results of a Tuberculosis Test within 30 days after the date of employment. Subsequent testing requirements must be submitted as required in writing by a physician or other health care professional.
- Staff are responsible for obtaining medical statements and TB test results.
- Staff working in licensed facilities must obtain a finger print card for submission to Colorado Bureau of Investigation within 5 days of employment. . A criminal record check and background record check (via database of confirmed reports of child abuse and neglect) will be performed pursuant to Colorado Child Care Licensing regulations.
- Staff whose background check is not in compliance with the regulations will be terminated. Staff must submit a request for review of the Central Registry of Child Protection within 10 days of employment.
- Staff in the Fiscal and Accounting Departments cannot have any prior violations/convictions of theft, larceny, forgery, or any other crime(s) whereas there was an attempt to defraud, misuse or steal.
- Motor Vehicle Record (MVR) and Valid Driver's License for utilization of company car; in addition, if MVR is not acceptable according to Rocky Mountain SER insurance policy standards, employee will be required to utilize their personal vehicle for business travel and must also provide proof of personal motor vehicle insurance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; stand; stoop; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and talk or hear.

This position does require repetitive motion of the hands, fingers and arms as it relates to the entry of data into the computer and the handling of paper forms, checks, etc.

The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Typical Schedule: Monday - Friday

FLSA Status: Exempt

**To join our team, please send resume and cover letter to
resumes@rmser.org**



RMSER is an Equal Opportunity Employer