



NORTHWEST COLORADO COUNCIL OF GOVERNMENTS
JOB DESCRIPTION

NWCCOG Fiscal Assistant

(Bookkeeper/ Fiscal Specialist)

Program:

NWCCOG is a regional government organization that administers several diverse grant and non-grant programs to serve members across our region. This NWCCOG position performs bookkeeping duties for the entire organization. Specific responsibilities within each department vary. Program specific duties and proportion of time for each will vary from week to week.

About the Position:

This position is responsible for the general bookkeeping duties for NWCCOG. The bulk of the position includes tasks such as payroll, accounts payable, accounts receivable, credit card reconciliation, bank deposits, fund accounting and grant compliance. Time is largely billed to Indirect, unless a unique need arises from a specific program. Providing separation of duties with Fiscal Manager and various other admin roles is important to this position; however, some additional duties may be performed for the purposes of cross training. Position reports to Fiscal Manager.

This is a full-time, non-exempt position with benefits.

Hours: 32-40 hours per week (1.0 FTE)

Wage Range: \$21.63 - \$31.25 per hour DOE, plus benefits including health insurance, retirement programs, etc (see 2021 Employee Handbook). This position may be eligible for compensatory "flex" time and adjustable hours

Reporting Location: NWCCOG Office, 249 Warren Avenue, Silverthorne, CO with some remote work possible

NWCCOG Hours: Monday – Friday 8:30 a.m. – 5:00 p.m.

**Note on Hours and Location:* Flexibility on schedule and part-time remote work can be considered after training period.

Job Requirements:

1. Candidate must have knowledge & experience of basic bookkeeping.
2. Must be highly proficient in QuickBooks desktop, Excel, Adobe Acrobat, and MS Office 365 Programs.
3. Must be able to use vlookups, data validation and conditional formatting in Excel.
4. Must be able to efficiently create fillable PDF forms, compile PDF documents from various filetypes, organize/export pages, and edit PDFs.
5. Must have the ability to work with minimal supervision, be self-motivated, trustworthy, highly organized, extremely detail oriented, reliable, and able to multitask.
6. Must work collaboratively and maintain clear, professional communication with others.
7. Fund accounting, grant accounting and/or non-profit experience desired but not required.
8. Strong work ethic and desire to learn more.

Primary Duties and Responsibilities:

1. Maintains accounting controls and general ledgers within QuickBooks Desktop. Completes moderately complex adjustments to accounts as necessary or as required.
2. Updates and customizes various Excel spreadsheets associated with general ledgers to assist in cost allocations and to post charges and accruals. Creates new fiscal Excel documents as needed using advanced Excel formulas and data formatting.
3. Is responsible for collecting timesheets and processing payroll.
4. Reviews and prepares bills, invoices, and other items requiring some independent judgment as to content, accuracy, and completeness.
5. Manages payables including providing a list of bills and program summaries; responsible for the issuance of all checks once approved.
6. Manages accounts receivable and provides follow-up with Program Director and others to ensure receipt of funds on a timely basis.
7. Uses Certify expense management software to import and reconcile credit card expenses.
8. Prepares weekly bank deposits.
9. Posts journal entries of moderate complexity.
10. Provides financial reports to Program Directors and Fiscal Manager for each grant program as needed.
11. Maintains internal controls for all accounting/bookkeeping operations according to NWCCOG policies and GAAP.
12. Assists Fiscal Manager with NWCCOG fiscal year-end close-out, state fiscal year-end close-out, and preparing requests for annual audit.
13. Completes annual ACA reporting requirements and 1095B tax forms.
14. Assists with 1099 preparation and distribution.
15. Distributes annual member dues.
16. Is cross-trained on and provides occasional coverage for certain Fiscal Manager and Energy Program Fiscal Coordinator duties.
17. Develops a strong understanding of NWCCOG's organizational structure and can apply this knowledge to ensure excellent fiscal support to each program.
18. Performs other duties as assigned.

Position is open until filled.

It is the policy of NWCCOG to provide equal opportunities without regard to race, color, religion, national origin, gender, gender identity, sexual preference, age, or disability.

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(Updated August 2022)