Accounting Manager  
Colorado Association of School Boards  
Denver, Colorado

About CASB

CASB represents and advocates for more than 1,000 school board members and superintendents as well as groups both within and outside the K-12 education community. CASB provides services, information, and training programs to support school board members as they govern their local districts. Membership benefits and solutions are designed to enhance school board effectiveness and help board members increase their knowledge, boost their efficiency, and connect with their communities.

About the Position

CASB is seeking an Accounting Manager who directs the finances of CASB and reports to the Executive Director. This is a great opportunity to oversee the full scope of accounting/business operations management including but not limited to AP/AR, budgeting, financial statement management, monthly reporting, and HR managing of payroll, benefits healthcare, and retirement benefits administration. This position can be full-time and can also be structured at 80%.

Responsibilities

- Financial reporting and variance analysis on a monthly and annual basis and all associated journal entries and reconciliations/analysis in order to ensure that the financial statements conform to GAAP
- Managing membership and event revenue and all associated revenue recognition, as well as cash receipts and merchant account receipts management
- All day-to-day accounting and associated reporting to support the executive leadership and CASB governing board, including accounts payable and accounts receivable
- Management and coordination of the completion of the annual audit and filing of the organizations’ Forms 990
- Human Resources (HR) tasks as assigned under the direction of the Executive Director and in consultation with the human resources consultant, including payroll management and Colorado PERA retirement benefits reporting and accounting
• Strategic planning and the annual organizational budgeting process
• This position is also responsible for protecting the tax-exempt and legal status of Colorado Association of School Boards by understanding relevant 501(c)3 rules and regulations, CASB’s quasi-governmental status, and the legal requirements for nonprofit and general organizations – specifically accounting topics such as taxable income issues as well as all non-profit reporting requirements

Administrative Responsibilities

• Collaborate with CASB staff to fulfill CASB mission, vision, and goals.
• Participate in the development of, attend, and present at CASB meetings, conferences, and conventions, as needed
• Maintain records, including documents and correspondence, consistent with and to ensure compliance with local, state, and federal laws and regulations and CASB policy
• Perform other duties as may be assigned by the Executive Director

Knowledge/Skills

• Strong knowledge of accounting necessary to deliver as set forth above
• Strong communication skills and a demonstrated ability to work with diverse clients, external stakeholders and team members in a professional, diplomatic and confidential manner
• Outstanding relationship building skills and an ability to develop and strengthen partnerships with CASB members and vendors
• Excellent organizational and project management skills; with superior attention to detail and demonstrated critical thinking and decision-making skills
• Requires intermediate to advanced technology skills with proficiency in Microsoft Office 365 and Google Workspace Tools
• Proficiency in accounting software
• Strong presentation skills for delivering financial reports to the CASB Board of Directors
• Ability to maintain a calm, consistent presence in times of high stress
• Ability to listen well and to speak and present effectively, both informally and formally
• Strong ability to operate independently and manage multiple projects and priorities
REQUIRED EDUCATION AND WORK EXPERIENCE:

• Must possess a minimum of five (5) years of demonstrated experience in accounting or related field
• Must possess a minimum of a bachelor’s degree in accounting or related field

PREFERRED EDUCATION AND WORK EXPERIENCE:

• CPA license
• Experience working in a leadership role
• Experience working in the K-12 educational field or non-profit organization

Salary and Benefits

Salary: CASB will offer a competitive salary, commensurate with experience, within the range of $80,000 - $100,000

Benefits: Sick leave, vacation leave, health insurance, Public Employees Retirement Association (PERA) membership, a group disability policy, and employee life insurance policy. Additional optional benefits include a 401k plan, dental insurance, and vision insurance.

60- 80% remote. Must be able to be in Denver for in-office days and must be able to work CASB Events at remote locations across the state as assigned.

Job Posting Date: February 28, 2024
Application Deadline: March 20, 2024
Anticipated start date: To be negotiated

REQUIRED APPLICATION MATERIALS:

• Cover Letter
• Resume
• Two (2) Professional References

Please send a resume, a cover letter, and two professional references to Shelly Landgraf at shelly.landgraf@purehrsolutions.org. Incomplete applications will not be considered.

The Colorado Association of School Boards is an equal opportunity employer and will not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, veteran status, or genetic information.