Background

We are Colorado Horse Rescue, a 501(c)(3) nonprofit organization working continuously to reimagine what’s possible and create a reality where safe solutions exist for every horse. We are advocates and strategists. Thinkers and doers. A passionate team with full hearts, helping hands and the vision to rescue horses in Colorado and beyond. For more information about CHR’s programs, services, and activities, visit www.chr.org.

Primary Role

Our organization is on a path of growth that requires us to enhance our operational infrastructure. We need a stellar person to serve as our first Office Administrator and Staff Accountant to ensure we have efficient systems, processes, and support in place to keep our office running smoothly and to enable the team to further CHR’s mission of creating a better world for horses.

The Office Administrator and Staff Accountant is responsible for the organization and maintenance all office operations and procedures while supporting staff administratively. Because this position balances a variety of responsibilities, a high degree of flexibility, a professional attitude, significant initiative, and attention to detail are required. This position requires time management skills, the appreciation of a fast-paced team, multi-tasking, and an enjoyment of creating and maintaining a pleasant work environment. The ideal candidate will have a solid understanding of bookkeeping principles in a non-profit environment, computer literacy and a commitment to CHR’s mission.

Core Responsibilities - Administrative

- Maintain CHR’s personnel and operations policies and procedures, both physically and electronically.
- Process new hires, create hiring packets, manage on-boarding.
- Maintain personnel files in a neat and orderly manner.
- Develop and updates to CHR’s Employee Handbook as policies change.
- Monitor employee benefits, including administration of plans as needed.
- Prepare and process bi-weekly payroll and bonuses through the ADP payroll system.
- Process 1099 forms and other forms relevant to the organization.
- Manage administrative vendor relationships and resolution of billing issues - payroll, benefits, IT, insurance, etc.
- Ensure the inventory of office supplies and printed materials is maintained.
- Upkeep of capital assets including office equipment, vehicles, and ranch equipment.
- Provide support to development and programming staff for events as requested.
- Provide administrative support to the Executive Director and staff as needed.

Core Responsibilities – Staff Accountant

- Ensure compliance with generally accepted accounting principles (GAAP).
- Manage all general ledger and subsidiary journals, including cash and credit card receipts, cash disbursements, accounts payable, accounts receivable, revenue releases, payroll accounts.
- Reconcile accounts payable and accounts receivable monthly.
- Reconcile all credit card purchases to monthly statements.
- Perform all cash account reconciliations for all relevant accounts: cash, banking, investment.
• Retail sales inventory, sales, cash register reconciliation.
• Implement internal control procedures.
• Maintain chart of accounts.
• Prepare monthly financial reports for the Executive Director.
• Manage expense reimbursement process.
• Assist in the coordination of the annual external audit.
• Financial reporting and financial analysis.
• Manage and submit account payables.
• Make cash deposits as needed.
• Manage all sales tax and property tax.

Common CHR Team Responsibilities

All CHR team members have these common responsibilities:
• Understand and incorporate CHR’s mission, goals, and brand in all outreach.
• Effectively represent CHR to relevant partners and the community to increase awareness, referrals, and contributions.
• Serve as an advocate for CHR before stakeholders, partners, and the general public.

Requirements

A successful Office Administrator and Staff Accountant is a strong problem-solver and detail-oriented individual with above-average organizational, verbal, and written communication skills. This individual should work naturally within a team environment as well as possess the ability to work with little supervision.

• Commitment to the goals, values, and mission of Colorado Horse Rescue
• Proficient in QuickBooks Desktop, 3 years QB experience preferred
• 2-3+ years of experience, ideally in a nonprofit
• Knowledge of nonprofit accounting standards, preferred but not required (willing to learn)
• Excellent analytical and organizational skills
• Excellent Microsoft Office skills required
• Willingness to be flexible and adaptable in a fast-paced environment with evolving priorities
• Team player with a positive attitude and the ability to interact with all levels of the organization
• Integrity and honesty to present accurate and appropriate information, and excellent judgment regarding confidential information
• Outstanding interpersonal and communication skills, both oral and written
• Highly organized and able to multi-task
• Works well independently as well as with a team

Salary and Benefits

The Office Administrator and Staff Accountant position is 20 hours a week, with the expectation of 3-4 days per week in the office. Occasional weekend days will be required. This is a nonexempt position with a pay range of $25/hour to $30/hour commiserate with experience. Colorado Horse Rescue pays unemployment taxes, worker’s compensation, and Social Security benefits. We also offer paid sick leave under the Healthy Families and Workplaces Act.

We have compassion and care about our employees, our volunteers, and the community. In a continued effort to ensure the safety of our employees, volunteers, and community members, all
Colorado Horse Rescue employees are required to be vaccinated against the COVID-19 virus or have an approved medical or religious exemption. New employees will be required to provide proof to their status upon hire or have an approved medical or religious exemption.

**Work Environment**

Comfortable working in an office setting and remotely through engaging in video conference communications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The qualified employee will interact with staff, consultants, and outside vendors, therefore he/she may be subjected to interruptions throughout the workday. The position will require some flexible hours, in addition to evenings and weekends.

**Physical Requirements**

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. The position requires the ability to sit for sustained periods of time. The vision requirement includes close vision.

**EEO Statement**

At Colorado Horse Rescue, we don't just accept difference — we celebrate it, we support it, and we thrive on it for the benefit of our employees, our services, and our community. CHR is proud to be an equal opportunity workplace. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

**Application Process**

Let us know you are interested in this position by sending an email using the subject Office Administrator and Staff Accountant to Katherine Gregory at kgregory@chr.org.

**Please be advised that incomplete applications will not be considered.**

In your email, please include the following:

1. Your resume attached in a PDF format
2. Three references with contact information (email address and phone number)
3. The answers to the following four questions:
   - What are you looking for in your next role and what has encouraged you to apply for this role?
   - Tell us something interesting about yourself and why you would be a great fit for our team.
   - Tell us about your accounting experience and in particular your familiarity with QuickBooks for nonprofits.
   - Let us know where you heard about this position.