



**COLORADO**

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## **Accounting & Operations Manager** | Denver, CO [reachoutandreadco.org](http://reachoutandreadco.org)

Reach Out and Read Colorado (RORCO) is a Denver-based nonprofit organization dedicated to making literacy promotion and early relational health standard in pediatric primary care. By taking advantage of the existing infrastructure and relationships between healthcare providers, their young patients, and their families, RORCO is taking steps so that ultimately, all children in Colorado will grow up with books and a love of reading.

Reach Out and Read Colorado is seeking an Accounting and Operations Manager to join our team. The successful candidate will oversee and manage the day-to-day accounting processes, office management, administrative, and human resource functions. This position reports to the CEO and is a great opportunity to work in an energetic, mission-centric nonprofit.

### **Duties and Responsibilities:**

#### ***Accounting/Bookkeeping (70%)***

- Manages accounts payable, invoicing, payroll and monthly financial reporting
- Manages weekly revenue and expense processing, including QuickBooks data entry, and bank deposits
- Ensures accurate monthly reconciliations for banking, investment and credit card transactions
- Coordinates monthly gift reconciliation with Development Department
- Manages accounts receivable process
- Serves as primary contact for the auditor to facilitate the annual audit and 990 filing
- Assists in the preparation of the annual budget
- Reports 990 information to the Colorado Secretary of State, and ensures annual renewal of our SAM.GOV account

#### ***Operations (15%)***

- Maintains general office supplies
- Serves as primary contact and manages vendor relationships
- Manages and updates organization's insurance needs
- Facilitates meeting needs and expense reports for CEO

#### ***Human Resources (10%)***

- Ensures the organization's human resources needs are met by managing payroll and benefits systems and processes, facilitates new hire orientation and onboarding and responding to employee needs
- Administers day-to-day benefit administration including enrollments, changes and terminations
- Maintains master PTO accrual records

### ***Systems Management (5)%***

- Oversees organization's IT structure and systems (including but not limited to: computers, copier, internet and phone system), in conjunction with vendors, to ensure security, efficiency, and effectiveness
- Maintains up-to-date record of office inventory and equipment
- Maintains Google Drive, filing system and organizes informational resources to respond in a timely manner to external and internal requests for information

### ***Other duties as assigned***

### **Personal and Professional Qualifications:**

#### ***Required***

- Bachelor's Degree strongly preferred in business, accounting or finance; 2-5 years' experience
- High level of proficiency in QuickBooks, Windows, Microsoft Office (including Excel, Outlook, Word, and PowerPoint), as well as Google Suite applications
- Experience in nonprofit accounting a strong plus
- Excellent written, oral, and interpersonal communication skills
- Ability to prioritize and manage concurrent tasks and projects
- Strong commitment to Reach Out and Read Colorado's mission

#### ***Desirable***

- Spanish speaking
- Car and proof of insurance
- Ability to safely lift 40 pounds

Timely and regular attendance is an expectation of performance for all Reach Out and Read Colorado employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their workplace schedule, in and out of the office.

**Some evening and weekend work may be required.**

### **Classification, Benefits, and Compensation:**

- This is a full-time, exempt position
- Benefits include 100% employer-paid healthcare, generous PTO, and bonus plan
- Compensation range of \$65,000 - \$75,000, depending upon experience
- Hybrid work environment (2 - 3 days in office)

### **How to Apply:**

Please send resume and cover letter to [jobs@reachoutandreadco.org](mailto:jobs@reachoutandreadco.org), using the subject line "Accounting & Operations Manager." The position will remain open until a qualified candidate is identified.

**CONNECTED FAMILIES. HEALTHY KIDS. PREPARED FOR SUCCESS.**

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