Colorado Education Association
Vacancy Announcement
Exempt Staff
Assignment: Senior Accountant

Posting Date: December 13, 2021
Closing Date: January 4, 2022 (5:00pm MST)

The Colorado Education Association is the largest union of educators in the state with more than 39,000 K-12 teachers, higher ed faculty, and education support professionals, as well as students preparing to become teachers, and retired educators. Our mission is to work collectively to provide the best public education for every student. The Colorado Education Association is seeking qualified applicants for a Senior Accountant position.

The ideal candidate will be deeply committed to our mission, thrive on finding ways to overcome challenges, and enjoy working in an organization focused on elevating educator voices to win policies that improve working and learning conditions for educators and students. The role requires a high degree of confidentiality and at least five years of progressive accounting experience, including 2+ years coordinating accounting functions for month-end close processes.

The Colorado Education Association is an equal opportunity employer. We actively encourage people of color, women, individuals who identify as LGBTQ+, or gender non-conforming, people living with disabilities, veterans, and bilingual people to apply for open external positions at CEA. CEA is committed to creating a diverse environment and is proud to be an equal opportunity employer. CEA will consider all qualified applicants without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

**Essential Qualifications:**

- Ability to maintain a high degree of confidentiality on sensitive personnel and organizational matters
- Proficiency in various computer technologies in a Windows-based PC environment; good working knowledge of Excel, Word, and Quickbooks
- Excellent oral, written and interpersonal communications
- 5 years of progressive accounting experience, with at least 2 years coordinating accounting functions related to month-end close
- Knowledge of ASC 606, ASC 842, and ASC 958
- Ability to gather and organize information into a variety of formats
- Effective records maintenance skills
- Ability to expand knowledge and skills in a rapidly changing environment
- Ability to complete multiple projects with shifting priorities and to meet deadlines under pressure
- Special awareness to detail and effective follow-through on projects and tasks
- Demonstrated use of sound professional judgment
- Ability to build and maintain effective working relationships with staff, leaders and external contacts
- Willingness and ability to work occasional long hours that include evenings and weekends
- Knowledge of PeopleSoft Accounting System or Sage Intacct is a plus
- Accounting degree & CPA preferred
Responsibilities:

- General Ledger monthly closing
- Assist with month and year-end financial statements preparation
- Balance bank statements
- Account reconciliation
- Fund accounting for five designated funds
- Assist CFO with budget development, analysis and adjustments
- Assist CFO with annual audit preparation
- Coordinate 990 preparation and review for accuracy
- Preparation of reports and analysis for management to support labor negotiations
- Provide direct support to management for the staff bargaining process, especially as related to overall budget costs and personnel expenses and processes
- Other duties as assigned

Compensation and Benefits
This is an exempt, confidential position with a salary range of $80,000 - $95,000 based upon prior experience and qualifications. A fringe benefits package is provided including health, dental, vision, life insurance, 401(k) plan, and paid sick, personal, and vacation leave.

Application Procedure
To complete an application, please visit https://form.jotform.com/213465284212148

Applications must be received at CEA by 5pm (MST), January 4, 2022.