

**Job Title: Accountant**

Status: Full-time, Salaried, Exempt; Hybrid role (2 days in office, 3 days remote; may need additional days in office based on needs of the organization)

Supervisory Duties: None

Reports To: Sr. Director of Operations / HR

NOTE: Applications without a cover letter will not be considered & posting closes 10/20/2025

About The Blue Bench

The Blue Bench is a community of survivors, allies, and advocates working to prevent sexual violence and build a safe and supportive metro Denver. We work collaboratively to provide accessible, survivor-centered support services and empowering education.

Our hope is to one day live in a world where sexual assault no longer exists; where there are no more victims, friends and families suffering in its wake. Inspired by the courage of one another – as survivors, activists, advocates and community leaders, The Blue Bench has helped hundreds of thousands of survivors.

The Blue Bench organization supports and collaborates with an internally-represented union, The Alliance of Anti-Violence Advocates (A3) – The Blue Bench Workers United.

Position Summary

The Blue Bench is seeking an Accountant to serve as the organization's primary financial steward. This role oversees complete financial operations including accounting systems, grant management, and regulatory compliance. The position serves as Board Finance Committee liaison and collaborates with leadership on budgeting and organizational financial strategy.

The ideal candidate combines nonprofit accounting expertise with strong analytical and communication skills, with an ability to synthesize and clearly communicate financial information and policies/procedures to team members, including some who may not have a financial background. The ideal candidate commits to supporting The Blue Bench's social justice mission.

Duties and Responsibilities**Financial Management**

- Maintains financial records of the organization.
- Management of GL; Preparation of monthly A/P and A/R.
- Prepares bank deposits and maintains related documentation.
- Records all revenue, including cash, credit card and ACH transactions.
- Performs monthly bank statement reconciliation.
- Prepares and enters monthly journal entries.
- Prepares and distributes monthly financial statements and budget variance reports.



- Prepares financial packet for monthly finance committee and bi-monthly board review; Presents financial statements and other relevant information at board meetings.
- Oversees annual independent financial audit.
- Reviews and maintains quarterly unemployment report filings.
- Reviews annual 990 and related documents.
- Prepares and distributes annual vendor 1099's.
- Reviews and files annual Form 5500.
- Leads annual budgeting process, working with ED, and Leadership Team.
- Creates and maintains agency budget, and related program budgets.
- Maintains all grant financial activities and entries in accounting program.
- Manages grant allocations and grant compliance, including grant financial reports.
- Prepares cash flow projections, YE projections, etc., as requested by ED, finance committee or Board.
- Responds to financial questions and inquiries regarding donor payments, etc.
- Manages agency credit cards, payments, reconciliations, etc.
- Liaison to banking relationship manager.
- Liaison to contract accountants, auditors and vendors.
- Communicate financial matters/information/concerns with Executive Director.
- Identifies and recommends cost-saving opportunities and financial process improvements.

Payroll

- Prepares and enters payroll; Distributes payroll checks.
- Reviews and distributes annual employee W-2's.
- Monitors and maintains staff time sheet documentation, PTO accruals.
- Develop and maintain internal controls, accounting policies, and financial procedures to strengthen operations and mitigate risk.

Grants Management

- Maintains all government grant files and documentation; Track and monitor restricted and unrestricted funding.
- Prepares and submits monthly and quarterly financial reports/invoices.
- Responds to all financial inquiries and requests for documentation.
- Reviews, recommends and submits grant financial modification requests.
- Updates and provides all organizational financial attachments for grant submissions (budgets, monthly/annual financial statements, 990, etc.).
- Leads federal bi-annual VOCA grant review.

Job Qualifications, Knowledge, Skills, and Abilities:

- Bachelor's degree in accounting required (Business Administration with accounting concentration considered)
- CPA license is preferred.
- Commitment to social justice and the mission of The Blue Bench
- Five years of experience in related fields



- ✓ Knowledge of and experience in nonprofit operations
- ✓ Bookkeeping skills and knowledge of GAAP accounting principles and practices
- ✓ Knowledge of audit requirements, documentation and preparation
- ✓ Grant management and financial reporting
- Excellent Communication Skills
 - ✓ Written and verbal – skilled in presenting financial information to a variety of audiences
 - ✓ Computer savvy with both hardware & software
 - ✓ Detail oriented and organized
 - ✓ Maintain accurate financial and personnel files
 - ✓ Ability to quickly access information
- Reliable and Dependable
 - ✓ Must meet strictly defined time frames and deadlines
 - ✓ Ability to handle demands of daily workload management
- Multi-Task Abilities
 - ✓ Able to manage numerous tasks efficiently and responsibly
 - ✓ Solid follow through on projects
- Problem Solver
 - ✓ Ability to provide informed, diplomatic, and thoughtful solutions to daily problems
 - ✓ Provide conflict resolution
 - ✓ Maintain ethical communication

Compensation

This is a full-time, exempt position, with an annualized salary range of \$60,000 - \$70,000. Salary is negotiable based on experience and qualifications.

Benefits

The Blue Bench offers a comprehensive benefit package including \$300 employer contribution towards fully funded medical plans, paid base dental, paid life insurance and long-term disability, as well as vision, short-term, and supplemental coverage options. We also offer generous paid vacation and sick/wellness time, and paid holiday leave that includes an end of year break between Christmas and New Year's.

Our Commitment to Equity & Inclusion

The Blue Bench is an equal opportunity employer dedicated to a policy of non-discrimination and equal opportunity for all employees and applicants. We strongly encourage people with disabilities, people of color, indigenous people, and LGBTQ+ candidates to apply.

How to Apply

Interested candidates should send a resume, cover letter and other supporting materials to jobs@thebluebench.org. Please include in the subject line "Accountant position." Priority deadline to apply: October 20, 2025.