



Position Vacancy Notice

Colorado Episcopal Foundation

1300 Washington St, Denver, CO 80203

Email: Scott@coef.org Fax: 303.534.6012 Web Site: www.coef.org

Send Resume to email/fax listed above. No phone calls.

Job Title: Bookkeeper/administrative assistant.

Reports to: Executive Director

Type of Position: Part Time, 5 hours per day

Salary: \$32,000, salaried position

Benefits: Vacation, PTO, 403B plan with employer match, medical and dental available.

The Colorado Episcopal Foundation has an excellent opportunity for a part-time bookkeeper/administrative assistant in the Downtown Denver area. The Foundation has provided financial services and products for the Episcopal Church in Colorado for over thirty years. Desired Candidates will need to demonstrate proficiency in the areas noted below.

Duties and Responsibilities:

- Primary duties are accounting/bookkeeping
 - Accounts payable, reconciliations, journal entries, year-end tax reports.
- Database input.
- Assist in preparation of marketing materials.
- Board and committee meeting support including scheduling, set-up, etc.
- Provides support to Board members as appropriate.
- Clerical duties such as answer phones, meeting preparation, office manager functions, etc.
- Prepare letters.
- Mailings.
- Familiarity with Web-site support and maintenance, helpful.
- Other duties as assigned by the Executive Director

Qualifications and Skills Required:

- 5+ years' experience in bookkeeping and administrative roles in non-profit or business environment.
- Positive individual with ability to work both collaboratively and independently.
- Excellent written and verbal communication skills.
- Strong organizational skills, attention to detail, and multi-task.
- Software proficiency in Microsoft Office, including Excel, Word, Publisher, Power Point, and Access.