

Continental Divide Trail Coalition

Job Description Book Keeper / HR Assistant

CDTC Mission Statement

The mission of the Continental Divide Trail Coalition is to complete, promote and protect the Continental Divide National Scenic Trail by building a strong and diverse trail community, by providing up-to-date information to the public, and through encouraging conservation and stewardship of the Trail, its corridor, and surrounding landscapes.

General Statement of Duties: Responsible for administration of financial duties covering accounts payable, accounts receivable, and grants management. Responsible for administration of human resources, including recruiting, worker's compensation, benefits, and payroll.

Supervision Received: Works under direction of the Executive Director.

Supervision Exercised: None

Examples of duties: The following examples of competencies are intended to be illustrative and are not intended to be all-inclusive.

Bookkeeping / Finance (95%)

1. Accounts Payable

- Responsible for Accounts Payable, utilizing Quick Books Online
 - Codes and inputs invoices, with direction from Executive Director as needed
 - Compiles, codes and balances credit card statements
 - Allocates expenses to grants where appropriate
 - Issues checks for signature by Executive Director bi-monthly, or as needed
 - Records In-Kind donations as an expense as well as income.
- Tracks expenses against CDTC grant requirements and matches
- Tracks and files Colorado state sales tax returns on a quarterly basis
- Manage seasonal rental car needs

2. Accounts Receivable

- Codes and inputs receivables
- Makes physical deposits once a week, or as volume demands
- Codes and inputs merchant deposits
- Updates Secured Revenue and Corporate Support reports
- Records In-Kind donations and updates corresponding report
- Records volunteer labor as provided by volunteer program staff

3. Tracks Grant Budgets/Grant Management

- Understands all grant requirements and budgets
- Tracks all grants to assure requirements and budgets stay on target
- Compiles data for grant reimbursements and final reporting

4. Financial Duties

- Submits Quick Books records to CDTC Treasurer and Executive Director for monthly financial statement preparation

- Prepares financial reports for review by the Executive Director prior to submission to the CDTC Finance Committee and/or Board of Directors
- Schedules and attends Finance Committee meeting conference calls
- Coordinates annual financial audit with Executive Director and auditor.
- Assists Executive Director with annual budget preparation, management and implementation
- Manages General Liability, D & O and Special Event insurance policies

5. Other

- Performs other duties as assigned and required

HUMAN RESOURCES (5 %)

1. Staffing

- Works with Executive Director to create and advertise open positions in the most effective manner
- Creates and updates as necessary, all new hire paperwork, job descriptions, and procedures in accordance with federal and state laws and company policies
- Performs new employee orientation to ensure uniform office procedures are maintained
- Completes and distributes performance review information as necessary. Reviews and offers suggestions for all performance reviews before they are shared with the employee. Assists Executive Director with assignment of pay increases.
- Ensures that human resources files and records are maintained in accordance with legal requirements
- Helps build employee benefits program and manages program once developed

2. Workers Compensation

- Assumes responsibility for the administration of workers compensation claims from the point of injury/illness notification through claim closure.
- Completes Workers Comp audits on an annual basis

3. Benefits Administration

- Explains benefit programs to all new hires and enrolls eligible employees into benefit plans
- Answers benefit questions from internal customers
- Reconciles, adjusts, and submits for payment all monthly premiums
- Interacts with benefit vendors/brokers as necessary
- Administrates COBRA program
- Tracks employee leave and disburses monthly balance reports to employees
- Submits payroll to Quick books on a monthly basis
- Works with insurance and benefits broker to ensure rates and options are the best available
- Administers the company safety program
- Completes unemployment claim notices
- Stays well informed regarding human resource developments. Meets annual requirements to maintain PHR certification.

Other

- Performs other duties as assigned and required

Required Knowledge, Skills and abilities: Ability to maintain a high level of confidentiality. Ability to establish and maintain effective working relationships with all levels of staff, the board of directors, and the general public. Ability to collect, analyze and present data in report form. Attention to detail critical. Must possess proficient computer skills. Must have the ability to work under minimal supervision and assume

responsibilities for all program administration. Most work is performed indoors in a busy office where noise and interruptions prevail, or work may be a mix of in office and remote work stations. Must be able to frequently sit and occasionally walk, stand, climb, bend, kneel, stoop, reach and lift, push or pull. Manual dexterity is needed to type, write, use a calculator and to answer the phone. The ability to talk and hear via the telephone and through face to face communication is needed. Vision requirements include near and far acuity. Upper body strength is a requisite to lift/move a maximum of 40 pounds unassisted and 60 pounds with assistance. PHR certification is highly desirable. Willingness to continue education/training in work related areas or as required.

Education: Bachelor degree in Book keeping and/or Accounting, or in a related field from an accredited four-year college or university.

Experience: Two to five years' previous experience in Human Resources and Finance, or an equivalent combination of education and experience. Experience with Quick Books, Microsoft Office Suite, Google applications, and Tax form 990 preparation are highly desired.

To apply: submit Cover Letter, Resume and 3 references to : CDTC Executive Director, Teresa Martinez, P.O. Box 552 Pine, CO 80470. For questions contact CDTC by email at trailmgmt@continentaldividetrail.org.

Salary: \$25-35 / hour, dependent on experience.