

## **COVA Bookkeeper Grant Manager Position**

### **Position Summary:**

This is a full-time position that assists COVA's Executive Director in managing the bookkeeping and grant management for COVA. Our ideal candidate will be specifically experienced with nonprofit bookkeeping, accounting principles and grant management. Please note that even though COVA is a statewide membership organization, this position is based out of our office at 1325 S. Colorado Blvd, Ste. 508-B, Denver CO, 80222.

### **Required Skills & Qualifications:**

The bookkeeper candidate should have a degree in accounting or business administration, or equivalent business experience with a non-profit organization. Preferred candidate will have at least three years non-profit bookkeeping experience. Should have experience in grant management for local, state and federal grants. Must also possess a knowledge of bookkeeping and generally accepted accounting principles both standard and non-profit. The preferred candidate will have a good working knowledge of the QuickBooks accounting software package.

### **Duties and Responsibilities**

Under direction of the Executive Director:

- Tracks and codes income and expenses
- Enters all transactions into Quickbooks on a monthly basis
- Reconciles all written checks with COVA's bank statements
- Reconciles all credit card charges with credit card statements
- Totals the full amount of COVA's Crime Victim Emergency Funds expended (checks, credit cards, Visa gift cards) on a monthly basis for the Executive Director
- Processes payroll for staff and interns
- Assists accountants on tax return preparation and annual audit
- Generates 1099's and W-2's
- Performs other related duties
- Help prepare financial reports for local, state and federal grants

Although this position will not work with directly with crime victims, everyone at COVA's office has some exposure to issues affecting crime victims in our state. The person we hire must have excellent boundaries and commitment to COVA's Code of Ethics for Victim Assistance Providers

([http://www.coloradocrimevictims.org/uploads/1/2/8/7/12873812/code\\_of\\_ethics\\_for\\_victim\\_advocates.pdf](http://www.coloradocrimevictims.org/uploads/1/2/8/7/12873812/code_of_ethics_for_victim_advocates.pdf)).

**The person hired for this position will have the option to attend COVA's Crime Victim Assistance Academy, May 19-24, 2019 in Loveland, CO.**

### **Overall COVA Activities**

- Participate in and assist with the Annual COVA Conference
- Participate in and assist with the National Victims Right's Week Activities
- Participate in and assist with the Annual Day of Remembrance
- Performs other related assigned duties

### **Salary & Benefits:**

The Bookkeeper is eligible for a salary range of \$45,000 - \$52,000/year, based on qualifications. COVA employees are eligible for up to 12.5% of their total salary to be used toward health insurance coverage OR for deposit into a retirement account - employees must choose only one of these options.

**To Apply:**

You can apply for this position by submitting a resume, cover letter, and two references *who are prior supervisors* as **ONE DOCUMENT**. Please note that our ability to speak with two prior supervisors is a requirement. *Resumes, cover letters, and references submitted by email are preferred* and should be in Microsoft Word or PDF format with the file titled "Bookkeeper\_First Name\_Last Name" (ex. Bookkeeper\_Jane\_Doe). Please send resumes, cover letters, and references to Executive Director Nancy Lewis at [hiring@coloradocrimevictims.org](mailto: hiring@coloradocrimevictims.org). Hard copies can be mailed to Nancy Lewis, 1325 S. Colorado Blvd, Ste. 508-B, Denver CO, 80222. **The position closes on March 8, 2019 at 5 P.M.** Background checks will be completed on our final candidate prior to hire. Due to the sheer volume of applications we typically receive for open positions, we will only contact applicants who will be invited to interview.