

Introduction:

Our mission is to provide compassionate consulting services to local, state, federal, and industry clients, active in disaster response, recovery, and preparedness. We will be on time, on target, and on budget with the services aligned to the evolving threats and hazards facing our nation.

Mission of Role/Position Summary:

Be part of a team of knowledgeable, compassionate, and helpful allies for our clients. This position will play an integral part of business operations, financial accountability, and corporate compliance. The Accountant will report to the Chief Executive Officer (CEO) and will be responsible for direct supervision of all accounting and financial functions.

This role will include day-to-day accounting functions and more advanced analysis of business financial for financials for forecasting and planning. This person will proactively develop and present ideas to corporate leadership that will have a positive effect on the financial performance of the business.

Position Summary:

Title: Corporate Accountant

Location: Denver, CO

- No Direct Reports
- Full Time/Regular
- Salary: \$65,000
- Benefits:
 - Medical, Vision, and Dental Insurance
 - Corporate Computer
 - 401(K) Account
 - Paid Time Off (Annual Leave and Sick Leave)
 - Training and Professional Development Opportunities

Role Competencies:

- Highly Organized
- Financially Minded
- Detail Oriented
- Multi-Task in a Fast-Paced Environment
- Customer-Service Oriented

Position Responsibilities:

- Accounts Payable: Reviewing and reconciling to POs, coding, obtaining approvals and processing vendor bills in a timely manner. Managing vendor files to ensure information is up to date, contracts are in place and W9s are complete.
- Accounts Receivable: Work with the account teams to prepare and review monthly client billing. Follow up on outstanding invoices.
- Payroll: Process bi-weekly payroll utilizing a third-party provider.
- Banking: Reconcile bank accounts monthly.
- Credit Cards: Enter all credit card transactions making sure to obtain receipts and proper job coding, reconcile the account monthly.
- File monthly state and quarterly city sales & use tax returns and annual business property tax return.
- File annual 1099s.
- Compile and analyze monthly financials.
- Business Cash flow projections.

Corporate Accountant

- Provide monthly financial statements and analysis to the Executive Leadership Team.
- Develop annual expense budget.
- Work with the account team to prepare monthly/yearly sales forecast.
- Keep up to date on the latest sales tax regulations.
- Work with the CPA on tax related issues.
- Understand latest agency billing and pricing models.
- Conduct yearly reviews for client and agency profitability and make recommendations for improvements.
- Conduct yearly competitive reviews of pricing and cost structures and make recommendations for improvements.
- Conduct yearly reviews with insurance broker to maintain adequate coverage that complies with client contracts.
- Analyze agency staffing based on financial performance and make recommendations.

Technical Skills:

- Primary responsibilities and supervision include:
 - Monthly close-out process.
 - Monthly billing to clients for services provided.
 - Billing reimbursements from clients.
 - Collection of accounts receivable, supervising accounts payable and payroll.
 - Monthly reporting for the owner.
 - Annual budget preparation.
 - Preparation of quarterly tax projections and annual tax return preparation and all treasury administration.
 - Financial planning and advising.
- Ensure corporate accounting and tax compliance with all applicable local, state, and federal entities.
- Lead the creation and implementation of all financial, procurement and other accounting policies.
 - This includes policies to identify, resolve and document accounting issues in addition to creating procedures to make the close and reporting processes more efficient and accurate.
- Excellent and proven computer skills, particularly with database software and Microsoft Office Suite.

Essential Skills, Education, and Experience:

- Bachelor's degree in accounting
- CPA preferred
- 2-5 years of accounting experience
- Working knowledge of GAAP
- Skilled in Microsoft Office products, especially Excel
- Must be highly organized & detailed, able to work independently and collaborate with a small team
- High level of professionalism is a must

Physical Demands and Work Environment:

- Standard office environment/remote work.
- Exposure and ability to read a computer screen.
- Ability to stand or sit for prolonged periods of time.
- Ability to operate a computer and read printed documents.

AC Disaster Consulting is an Equal Opportunity Employer committed to engaging a diverse workforce and sustaining an inclusive culture. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity national origin, disability, or veteran status.

How to Apply: Please send your resume to jobs@acdisaster.com - OR - apply directly on Indeed.