

## **POSITION**

Bookkeeper & Operations Assistant (Full-time, Non-Exempt)

## **WHO ARE WE?**

Denver Public Schools Foundation believes our city is strengthened by every student who graduates ready to lead a successful life. As the strategic fundraising partner to DPS, we work alongside district leaders and educators to advocate for the highest impact investments and galvanize the philanthropic and community support necessary to ensure *Every Child Succeeds*. We strive to live by our [Core Values](#) and see them as a commitment to ourselves, to DPS, and to the students and families we have promised to serve. For additional information about our organization, please visit [www.dpsfoundation.org](http://www.dpsfoundation.org).

## **WHO ARE WE LOOKING FOR?**

The Bookkeeper & Operations Assistant reports to the Operations Manager and supports the executive leadership team in service to the organization. The ideal candidate will be experienced in handling a wide range of administrative support related tasks, and with technical expertise and organizational skills to work independently and juggle competing priorities with little supervision. The ideal candidate has experience with Google Suite, QuickBooks, and in a non-profit organization. The ability to positively interact with staff, vendors, DPS staff, and others while remaining flexible, proactive, resourceful, and efficient is valued. Exhibiting excellent written and verbal communication skills and attention to detail as well as maintaining confidentiality are equally important.

## **WHAT WOULD YOU BE DOING?**

The Bookkeeper & Operations Assistant works in service of the organization supporting operational, financial and administrative functions. This position performs all bookkeeping functions, including reviewing expense reports, inputting financial data, performing account reconciliations, and posting journal entries in QuickBooks. Strong organizational skills coupled with the ability to handle competing priorities with a can-do attitude are critical.

## **WHY WOULD YOU CHOOSE US?**

This position is an opportunity to join an exceptional team and work at one of the most respected nonprofit organizations in Denver. You will join a team of experienced professionals raising \$7 million annually in support of Denver Public Schools.

We have a flexible, supportive work environment and strive to put our [Core Values](#) at the forefront of what we do. We value each team member and are excited to hear different perspectives and ideas. We offer a competitive salary range of \$50,000-\$55,000 per year commensurate with experience and qualifications. We offer a generous benefits package including flexible time off, paid holidays, 100% paid health, dental, vision, life, and short-term disability insurances for the employee, and a fully-vested up to 4% matching contribution to a 401(k) retirement plan after meeting eligibility requirements.

## **HOW TO APPLY TO JOIN THE TEAM**

Please send a resume and cover letter telling us about you, and why this job would be a good fit for you to [jobs@dpsfoundation.org](mailto:jobs@dpsfoundation.org). To ensure your submission is considered, please include Bookkeeper & Operations Assistant in the subject line. No telephone inquiries, please. Position is open for immediate hire and will be open until filled. DPS Foundation encourages all qualified candidates to apply.

*DPS Foundation requires all employees to provide documentation of COVID-19 vaccination as a condition of employment, unless a medical or religious exemption exists.*

### **COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND BELONGING**

In alignment with our [Core Values](#), DPS Foundation is committed to fostering, cultivating, and preserving a culture of diversity, equity, inclusion, and belonging. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent our team members invest in their work represents a significant part of not only our culture, but our reputation and organization's achievement as well. We embrace and encourage differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make individuals unique. DPS Foundation encourages all qualified candidates to apply. All employment is decided on the basis of job-related factors such as qualifications, merit, and business need.

### **POSITION**

Bookkeeper & Operations Assistant (Full-time, Non-Exempt)

### **JOB SUMMARY**

The Bookkeeper & Operations Assistant works in service of the organization supporting operational and administrative functions as outlined below. Strong organizational skills coupled with the ability to handle competing priorities with a can-do attitude are critical.

### **ESSENTIAL JOB FUNCTIONS**

- Administrative support as requested by the Operations Manager
- Administrative support as requested by the Finance Controller
- Administrative support of the grants department as appropriate and requested
- Document financial transactions, including entering financial data, preparing and posting journal entries and checking figures, postings and supporting documents for accuracy in QuickBooks
- Review expense reimbursement requests and substantiating documents and ensure expenses are recorded to the proper accounts
- Prepare payments by verifying documentation, and requesting disbursements
- Assist with reconciling credit card statements, donations received, and bank statements
- Assist with preparing, examining, and analyzing accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards
- Mail opening and processing and preliminary gift processing
- Comply with federal, state, and local financial legal requirements
- Maintain financial security by following internal controls
- Maintain donor confidence and protect operations by keeping financial information confidential
- Administrative support preparing invoices for donations and tracking pledge payments in coordination with Development team
- Support the full team during "seasonal" increases in workload and absences from work



- Liaison to key building personnel including copy center, maintenance and security; serve as the “go-to” team member for assistance needed with copier/printer/scanner/fax, building needs, etc.
- Assistance with mailings as needed
- Manage policy and procedure reviews for transparency, equity and efficiency as needed
- Create Child Care Tax Credit Forms for donors supporting eligible programs
- Manage scheduling of team meetings, team celebrations & lunches, and culture building activities and coordination of DPS Foundation shared calendar
- Manage Google Drive for the team (including supporting access for new employees and supporting full migration process to google from desktop shared drive)
- Monitor and respond to general website inquiries and answer the main phone line
- Provide assistance during special events for fundraising and public relations purposes
- Manage DPS Foundation organizational calendar
- General office administration including ordering supplies, filing and record keeping
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications and establishing personal networks.

#### **QUALIFICATIONS AND SKILLS**

The ideal candidate should possess the following:

- Ability to prioritize effectively and ability to organize and manage multiple tasks and projects simultaneously from conception to execution
- Relationship building experience; enjoys connecting authentically with stakeholders and wants to nurture those relationships long-term
- Experience using Microsoft Office Suite and Google platform to accomplish daily tasks, projects, and meetings as well as ability to operate typical office equipment
- Experience with Raiser’s Edge is appreciated but not required, it must be learned
- Experience with accounting software required (QuickBooks Premier-Nonprofit Edition preferred)
- A high level of professionalism, integrity/ethics, and confidentiality
- Passion for breaking patterns of historic inequalities in education by creating opportunities through philanthropy for our most vulnerable students
- Flexibility to work remotely as well as in an open-office environment, depending on circumstances, and occasional weekend and evening hours during events, as needed
- Associate’s or Bachelor’s degree with/or a minimum of three years experience