

# Accountant

STATUS: EXEMPT

## Who We Are

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Education Commission of the States partners with education policy leaders nationwide to address issues by sharing resources and expertise. We are proud to serve both the people who develop and implement education policy and the students who directly benefit from effective policy change. Every day, we provide education leaders with unbiased information and opportunities for collaboration because informed policymakers create better education policy.

We have been named by The Nonprofit Times for six consecutive years as one of the Top 50 Best Nonprofits to Work For. In the surveys conducted, Education Commission of the States' employees expressed the strongest satisfaction in the categories of leadership and planning, role satisfaction, work environment, relationship with supervisor, pay and benefits, and overall engagement. We are an equal opportunity employer offering competitive salaries and an outstanding benefits package. Education Commission of the States provides an exciting intellectual environment, a collegial workplace, flexible hours and an organizational structure that encourages teamwork.

## Who You Are

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An Accountant at Education Commission of the States is an entry-level position that provides accounting support to the organization. As part of the Operations Team the accountant receives direct supervision and will be mentored by a senior staff.

## Essential Duties and Responsibilities

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1. Manages grant/contract original documents.
2. Facilitates month-end close process.
3. Assures all accounting transactions are booked in accordance with generally accepted accounting principal.
4. Coordinates the month-end and year-end close process.
5. Prepares semi-monthly payroll and compilation of the payroll journal entry.
6. Invoicing or initiating draw down requests.
7. Track grant/contract deliverables and preparing timely financial reports for foundations and funders.
8. Perform other ECS duties as required.

## Required Skills and Qualifications

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- Bachelor's degree preferred.
- Some experience as an accountant preferred.
- Some experience in the non-profit sector preferred.
- Proficient in use of digital software and technology, including databases, Microsoft Word, Excel and PowerPoint.

## Compensation and Benefits

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Education Commission of the States offers competitive compensation and benefits, including health, dental, life, long term disability, vision insurance, a flexible spending account, a health reimbursement account and a yearly contribution to your 403b retirement plan. This position is located in Denver, CO. The salary range for this position is \$55,000 - \$70,000.

## Applying for the Position

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Please send a resume and cover letter e-mail to Kate Haggerty/  
[khaggerty@ecs.org](mailto:khaggerty@ecs.org). Please include "Accountant" in the subject line.

**All applications must be received by close of business Monday, May 30th, 2022.**

*Education Commission of the States is an equal opportunity employer that believes in developing and supporting a diverse work force.*