



## ENERGY OUTREACH COLORADO JOB DESCRIPTION

Energy Outreach Colorado was established in 1989 and leads a network of industry, state and local partners to Support, Stabilize and Sustain Coloradans to afford their energy needs. We believe that everyone deserves affordable access to the vital resources that power their homes. Our team is a group of talented, driven individuals who aim high to advocate for the communities we serve. Our core values are our guiding light, and we strive to exemplify them in our collaboration together and in our interactions with the community. These values are:

**Collaborative Advocate Impactful Reliable Effective Trustworthy**

If Energy Outreach Colorado sounds like a good fit for you, please read on to learn about this exciting opportunity!

**TITLE:** Accounts Payable Clerk

**REPORTS TO:** Director of Finance and Accounting

**POSITION OVERVIEW:** The full-time Account Payable Clerk Responsible for all accounting functions including annual audit with assistance of Bookkeeper. Responsible for office administrative functions and program assistance.

### **PRIMARY RESPONSIBILITIES:**

- Prepare invoice approval emails, verify, and secure appropriate approval of invoice\PO.
- Prepare and run weekly checks, record deposits and balance EOC and LLC bank accounts in the bank spreadsheet.
- Provide weekly deposits for Development to track donations.
- Calculate cash on hand.
- Enter payables and grant payments, and process Operation invoices for the week including weekly Client Payment set of invoices.
- Manage the Invoices inbox and answer payable/receivable/reporting questions.
- Perform monthly required JE's and Intercompany JE's and create appropriate JE's when necessary or when requested by programs to reclass funding to a separate account.
- Enter all approved invoices into NetSuite, upload backup and approval.
- Provide invoice support to program managers and reconciliation to NetSuite reports.
- Enter new vendors into the NetSuite system after securing a W-9 in conjunction with Program Managers and obtaining Director of Finance approval.

- Run report from postage machine and create Excel spreadsheet of costs; give to Bookkeeper.
- Run reports for Xerox copiers and create Excel spreadsheets of costs. Give reports to Bookkeeper and create invoice payments in NetSuite.
- Scan, copy invoices for billing notebooks and then file payables.
- Assist with billing of accounts receivable as time permits.
- Keep track of MasterCard receipts. Upload monthly statements from SpendControl and match invoices to statements. Create payment invoice in NetSuite.
- Process the client payment reports for the Energy Assistance program on a weekly basis, create invoices, and send to the EA Program Manager for approval.
- Prepare monthly invoicing for Energy Efficiency program managers with the guidance of Programs Directors.
- Assist Director of Finance and Bookkeeper with year-end closing tasks.
- Assist Director of Finance and Bookkeeper with annual audit tasks.
- Assist the Bookkeeper and Director of Finance with other tasks when requested.
- Manage office supply orders and tracking.
- Attend staff, program, and community meetings as required.
- Schedule meetings in building conference room when necessary and maintain the outlook calendar for the conference rooms.
- Process incoming mail with one other person daily.
- Electronically deposit checks.
- Other duties as assigned

#### **QUALIFICATIONS:**

- Ability to work with staff
- Working knowledge of computers and software programs – Outlook, Words, Excel, and NetSuite.
- Ability to work independently must be highly motivated and organized and be able to multitask.
- Mature, responsible, and trustworthy.

**To Apply:** Interested candidates should submit the following documents to [Jobs@energyoutreach.org](mailto:Jobs@energyoutreach.org):

- Resume
- Cover Letter

**Application Deadline:** Open Until Filled

#### **Benefits:**

- Medical, dental, vision, and life insurance covered at 100% for employee, with options for FSA or HSA programs
- Generous 401k plan with an 8% company contribution and no required employee match
- Building gym membership

- Great office culture with team building events, training opportunities, and volunteer days
- 10 employee holidays + 1 week office closure at year's end
- Trusted Time Off policy
- Great Downtown Denver location, with work from home options

Energy Outreach Colorado is proud to be an equal opportunity employer. We encourage qualified candidates of all backgrounds to apply. Candidates will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

We are proud that our staff is 100% fully vaccinated against COVID-19. Because of our work with the State of Colorado and the community surrounding us, we require all new employees to be fully vaccinated prior to joining our team.

**Employment Type:** Full-Time Employment

**Salary:** \$60K-\$65K per year, depending on qualifications