

## **Accounts Payable Clerk**

The Accounts Payable Clerk is a coordinator level position reporting to the Chief Finance Officer (CFO). In collaboration with the CFO, the Finance Manager and the rest of the finance team, the Accounts Payable Clerk will implement the strategic vision of the finance department specifically and Trailhead Institute generally. This position's overall responsibility is to execute program finance organizational strategies which includes supporting financial statement reporting, budget monitoring, maintaining all accounts payable files, ad-hoc reporting, and audits.

The Accounts Payable Clerk will partner with the Finance Manager to implement all Uniform Guidance Principles, financial record keeping and reporting. The Accounts Payable Clerk will implement all financial systems and transactions in accordance with Uniform Guidance Principles and all other relevant or required Federal, State and Local regulatory requirements.

Trailhead Institute is a public health institute whose mission is to advance innovation and collaboration in public and environmental health. With this in mind, this position will work with everyone within the Trailhead Institute team to further the organization's mission and operate in accordance to our guiding values of teamwork, openness, responsiveness, accountability and leadership.

### **Responsibilities:**

#### *Financial Strategy and Coordination*

- Review all invoices for appropriate documentation and approval prior to payment
- Support finance operational strategies as established by CFO and developed by finance managerial staff
- Maintain all accounts payable reports, spreadsheets and accounts payable files
- Act as a liaison between the finance team and the Community Engagement or Administrative Partnerships team
- Implement and coordinate systems of internal controls to safeguard financial assets of the organization and oversee federal awards and programs
- Support fiscal compliance within the law and company's policies
- Support vendor requests and answers all vendor inquiries
- Obtain signatures on all accounts payable checks, distribute signed checks to contractors and vendors and prepare cleared checks for storage
- Support the CFO and finance managerial staff in monthly closings
- Execute finance organizational strategies based on the organizational strategic plan
- Support organizational and program budget development
- Coordinate other financial duties as assigned

#### *Program Support*

- Coordinate awardee financial reporting including seeking and receiving awardee invoices and appropriate back-up documentation
- Support program reporting specifically related to financial reports

- Support and provide financial technical assistance provided to awardees, grantees and partners based on specifications from the funder
- Support financial training provided to awardees, grantees, partners and program staff as needed.
- Support program compliance with the funder's financial expectations, the law and company's policies

#### *Operations Support*

- Execute organizational policies and procedures related to organizational operations and human resources and actively participate in staff and team development activities
- Support Information Technology systems, specifically fiscal hardware and software
- Support necessary external communications about the organization to further the organization's mission, vision and value and find new partners

#### *Organization-wide mission and vision alignment*

- Execute the organizational strategic plan based on guidance from the CFO
- Coordinate and support strategic development activities of the organization in order to respond to emerging opportunities
- Support new and existing partners through strong communication
- Provide support to the Finance Department to assure alignment of mission, vision and strategic goals

#### **Qualifications:**

- Excellent organizational, interpersonal and communication skills
- Detail oriented
- Willingness and ability to learn and grow to meet the changing requirements of the job

#### **Experience:**

- Knowledge and experience with Federal Grants Management and Cost Principles
- Demonstrated knowledgeable in Generally Accepted Accounting Principles (GAAP)
- Experience with Accounts Payable, Financial Statement Reporting and Analysis and audits
- Experience in Enterprise Resource Planning (ERP) systems and ERP system implementation
- Proficient in Microsoft Office

This is a LIMITED SERVICE position. Funding for this position is provided by the Patient Centered Outcomes Research Institute (PCORI) and is dependent on that funding being maintained. If the funding ends, the position will be discontinued and there is no guarantee for additional employment with Trailhead Institute.

Hiring salary range for this position is negotiable and commensurate with skills and experience. Position is located in Denver, Colorado. We offer a generous benefits package including health, dental, vision, life and 401k. In addition, we offer free parking, work out facilities and flexible schedules.

Applications should be submitted by January 24, 2018. Only electronic submissions are accepted. Please submit a resume, cover letter, and three references to: Sarah Lampe, Chief Operating Officer, [slampe@trailhead.institute](mailto:slampe@trailhead.institute)

Applications will be accepted until the position is filled, but full consideration will be given to complete applications received by January 24, 2018. Those who do not apply by deadline may or may not be considered.