**Bookkeeper**

The Bookkeeper is a manager level position reporting to the Chief Finance Officer (CFO). This position’s overall responsibility is to compute, classify, and record numerical data to keep financial records complete. The Bookkeeper will also perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

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:**

* For multiple projects, handle various aspects of the general ledger, billing, accounts receivable, accounts payable, and other reporting functions
* Records funds received by Trailhead
* Responsible for running and recording bi-weekly payroll
* Record journal entries into general ledger for month- and year-end accruals and adjustments
* Works with other team members as needed to reconcile accounts or programs
* May assist other team members in the recording and paying of expenses, including reviewing supporting documentation for completeness and appropriateness.
* Provide backup to team members in the preparation of invoices on expense reimbursable contracts and grants

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

* Execute the organizational strategic plan based on guidance from the CFO
* Support new and existing partners when assigned through clear communication
* Works with Finance Department to assure alignment of mission, vision and strategic goals
* Follows company policies and procedures

**Experience and Qualifications:**

* 5 year experience with general bookkeeping
* Experience with QuickBooks desired or Abila MIP Accounting software preferred
* Detail oriented
* Accurate data entry

Full-time position, although part-time applicants will be considered. Hiring salary range for this position is negotiable and commensurate with skills and experience. Position is located in Denver, Colorado. Generous benefits package including health, dental, vision, life and 401k.