



Hope's Promise is seeking a detail oriented and proactive **Accounting Coordinator**. This position offers an opportunity to be part of a growing and dynamic team. As Accounting Coordinator, you will be an integral part of the success of the day-to-day running of the organization.

Hope's Promise is a small, Christian, family-oriented nonprofit. We provide foster care services, adoption services and global orphan care. In each of our programs we work diligently to ensure that children have the opportunity to grow up in safe and nurturing families.

This is a part-time 20-hour per week position based out of the main office located in Castle Rock, CO. Our hours of operation are Monday through Friday 8:30 am to 4:30 pm.

Qualifications:

1. Degree in accounting or equivalent experience to carry out duties and responsibilities
2. Experience with nonprofit accounting
3. Experience with creating and managing budgets
4. Experience with managing Donor Perfect or other CRM
5. Supervisory experience and ability to lead

Primary Responsibilities:

1. Manage accounts payable, accounts receivable, and general ledger transactions and processes
2. Assist with creating accounting and budgeting policies and procedures
3. Oversee the preparation of monthly, quarterly, and annual financial reports
4. Support the financial auditing process by preparing necessary documentation and reports
5. Provide strategic insight into effective financial management
6. Perform cash flow analysis to forecast financial trends and support decision making
7. Work with the leadership team and the board of directors to develop the annual budget
8. Oversees use of Donor Perfect customer relationship management software system
9. Supervise the bookkeeper position

Benefits:

- Flexible work schedules
- Paid vacation, sick time, and holidays
- Employer matched IRA
- Mileage reimbursement
- Opportunities to travel internationally with our orphan care program.

To apply for this position, please email your resume to beth@hopespromise.com.