



Colorado Bookkeeper Job Description

About Us

Founded in Colorado in 2005, There With Care's mission is to provide a wide range of meaningful and fundamental services for families and children during the critical phase of a medical crisis. We serve families referred by hospital social workers and build support around them through a community of individuals, volunteers, services, and businesses, who ease their burden of life's day-to-day obligations with compassion and care. Our current service locations are Colorado, Middle Tennessee, and the Bay Area of California.

We're looking for a **Bookkeeper** that is interested in bringing their passion for accounting to help support our mission.

The Important Work You'll Do:

- Maintain and balance the general ledger in an accurate, complete, and up-to-date manner.
- Be responsible for accounts by verifying, allocating, and posting transactions
- Perform all activities related to the accounts payable function including reviewing, coding, and processing payments
- Manage and perform Credit card reconciliation.
- Conduct reconciliation of all accounts on an as needed basis.
- Maintain quality historical records.
- Support Office Administrative needs as necessary.

The Important Qualities You'll Have:

- *You Want to be Part of Something Bigger.* Our mission inspires you and your work.
- *Bookkeeping Acumen.* You have previous experience as a Bookkeeper and are masterful with Quickbooks.
- *Details Matter to You.* You have a sincere desire to understand the work of the organization and are not afraid to ask for clarity when needed. You have impeccable attention to detail and put care into all you do.
- *You are a Master with Your Time.* You have strong organizational skills and an ability to schedule and accomplish assigned tasks in a timely manner.

What you'll be offered:

- Salary range \$22-\$27/hr. (commensurate with experience)
- Part-time (30 hours per week, flexible days/times). Work onsite with option to go hybrid after training.
- Vacation, Sick Leave and Paid Holidays
- 401(k) plan

How to Apply

Please submit your application to: careers@therewithcare.org



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This position requires a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check. There With Care is an Equal Opportunity Employer.

There With Care requires all employees to be vaccinated against the COVID-19 virus. There With Care will consider requests for exceptions to this policy when necessary to provide reasonable accommodation for an employee or applicant's disability or sincerely held religious belief or practice.