



**POSITION TITLE:** Accountant

**DEPARTMENT:** Business Office

**REPORTS TO:** Controller and COO

**EXEMPTION STATUS:** Exempt, Full-Time (37.5 hours per week)

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Iliff School of Theology is a progressive, graduate theological school located in Denver, Colorado. Founded in 1892, Iliff is committed to academic excellence, social justice, and interreligious engagement. The institution prepares leaders for religious, academic, and community contexts through innovative programs and a strong emphasis on critical inquiry, ethical leadership, and transformative education. Iliff fosters a collaborative and mission-driven environment where staff and faculty contribute to a shared commitment to equity, inclusion, and the public good.

Iliff School of Theology seeks an Accountant to perform day-to-day accounting operations and support the institution's financial integrity and sustainability. The person in this role reports to the Controller and Chief Operating Officer.

### **Summary of Responsibilities:**

Perform a variety of accounting duties that include general ledger activities, accounts payable, and accounts receivable.

### **Primary Functions:**

#### **1. Accounting Duties:**

- Monthly reconciliations of assigned bank accounts.
- Assist in the preparation of annual audit schedules and work papers.
- Assist in monthly budget variance analysis.
- Support and assist in filing and maintaining records storage
- Other duties as assigned by the Assistant Controller and/or VP Business Office and CFO.

#### **2. Accounts Payable:**

- Requisition Orders:
  - Create requisitions for all Business Office vendors.

- Review requisitions for all other departments, ensuring they have correct documentation and vendor information and are within the department's budget.
- Oversee the creation of requisitions for Facilities and the Security program.
- Purchase Orders:
  - Convert requisitions into Purchase Orders
  - Check Purchase Orders for correct information, authorization, and documentation
  - Convert Purchase Orders into invoices to be paid in the accounting system
  - Process weekly payments to vendors
- Vendor Management:
  - Pay vendors in a timely manner
  - Maintain orderly and accurate vendor payment files
  - Reconcile vendor statements
- Other A/P Duties:
  - Update vendor files
  - Reply to request for taxpayer ID
  - Train staff on requisition procedures and provide technical support
  - Answer vendor, faculty, and staff inquiries
  - Process quarterly annuity checks
  - Enter direct deposit information for students and select vendors
  - Prepare the 1099 forms before the end of January each year.

### 3. Accounts Receivable:

- Process payments received and post to GL.
- Create PDFs of posted batches. Maintain files for GF and RC batches for each month.
- Prepare Weekly Deposits.
- Bill students for tuition and fees and post to GL. Assist in the collection of students' accounts.
- Prepare or Process all invoices for other business activities.
- Prepare 1098-T forms before the end of January each year.

### 4. Credit Card Program

- Process applications for Iliff credit cards
- Manage limits for credit cards in coordination with the Assistant Controller
- Administer blocks on credit cards for lost cards, fraudulent transactions, or for other administrative actions.

## **Compensation and Benefits:**

Salary Range: \$70,000 – \$80,000 annually

Illiff School of Theology offers a competitive benefits package, which may include:

- Health, dental, and vision insurance
- Retirement plan options
- Paid time off and holidays
- Professional development opportunities

Final compensation will be determined based on experience, qualifications, and internal equity.

## **Work Environment:**

This is an on-site position located in Denver, Colorado. Work is performed in a highly visible office setting with School community contact. Responsibilities are carried out independently, following established methods and standing work instructions in accordance with accounting policies and procedures. Work is subject to audit and verification through reconciliations and other accounting controls. Non-routine assignments (written or verbal) may be performed under the general direction of the Controller and COO. Interactions with students and staff result in frequent interruptions and can place multiple demands and priorities on the individual. Work volume fluctuates.

## **REQUIREMENTS:**

### **Skills/Knowledge/Experience**

- Strong organization and prioritization skills.
- Knowledge of Generally Accepted Accounting Principles
- Skilled in mathematical processes
- Experienced with accounting software systems.
- Proficient in word processing and spreadsheet software
- Strong analytical and problem-solving skills
- Keen attention to detail

### **Education Requirements:**

Bachelor's degree preferred. Two or more years of work experience in a non-profit accounting position is preferred. Work experience in Higher Education preferred.

### **Physical Requirements:**

- Must be able to remain in a stationary position for extended periods of time (Approximately 85% of the position is spent in a stationary position.)
- Must be able to input information into and retrieve information from a computer, communicate, and exchange information for extended periods of time
- Light physical activity performing non-strenuous daily activities of an administrative nature.
- Ability to move up to 35lbs.

**Equal Opportunity Statement**

Iliff School of Theology is an equal opportunity employer and is committed to fostering a diverse and inclusive community. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, pregnancy, parental status, marital status, citizenship status, genetic information, veteran status, or any other legally protected status.

**Apply**

To apply to this position, please email your resume and cover letter to [humanresources@iliff.edu](mailto:humanresources@iliff.edu)