



3700 Galley Rd. Colorado Springs, CO 80909 [www.elifenetwork.com](http://www.elifenetwork.com)

*Life Network exists to cultivate a community that values life through the love of Christ*

## **ACCOUNTANT**

This part-time position will be responsible for the financial controls, financial functions and financial reporting of Life Network. We seek a highly detailed and organized individual to carry out day-to-day responsibilities in a 20-24 hours/week role, as well as provide oversight and support of internal systems.

## **RESPONSIBILITIES**

- Direct all financial controls to meet GAAP standards for non-profit accounting
- Provide required financial information to government offices and outside agencies
- Provide timely and informative financial statements, and other decision support analysis, to executive team and board members
- Conduct review of financial statements with president and board treasurer prior to board meetings
- Lead all financial statement preparations for board meetings
- Direct annual budgeting process to arrive at final budget submission for board approval
- Perform payroll duties, including: journal entries, time card tracking, payroll processing, communication with payroll vendor and keeping employee's records current
- Perform accounting duties, including: bank reconciliation, accounts payable, journal entries, credit card detailing and maintaining depreciation schedule
- Direct any financial work done by other staff members
- Responsible for overseeing of annual audit
- Participation by all staff is required at Life Network's major events

## **QUALIFICATIONS:**

- Strong advocate for sanctity of life issues
- Possesses Christian testimony with evidence of Christian maturity in personal and professional life
- Active commitment in a local church
- A passion for the ministry accomplished through Life Network and a heart for reaching the lost of our community/world with the Gospel
- Accounting degree
- Minimum 2 years' experience in accounting work
- Proficient in QuickBooks online
- Current in technology trends, including expense tracking software
- Experience with donor tracking software a plus
- Ability to work well with others under tight deadlines, manage details, and maintain high quality standards
- Exceptional interpersonal and communication skills with a high degree of professionalism and maturity

- Functions well within a team environment
- Demonstrated qualities of initiative, organization and goal-orientation
- Ability to manage multiple tasks and priorities

### **CONTACT INFORMATION**

You may email or mail your cover letter, resume and completed application (found at [www.elifenetwork.com](http://www.elifenetwork.com)) to Luz Davidson, Operations Manager, [HR@elifenetwork.com](mailto:HR@elifenetwork.com).