



# THE DENVER FOUNDATION

## Job Description

Department(s)	Finance & Administration	
Job Title	Receptionist and Accounts Payable Clerk	
Reports to	Jennifer Corzine, Controller, Finance & Administration	
Type of position:	Classification	Hours: <u>37.5 per week</u>
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt	Monday – Friday
<input type="checkbox"/> Part-time <input type="checkbox"/> Contractor	<input checked="" type="checkbox"/> Nonexempt	8:30a.m. to 5:00 p.m.

### SUMMARY

The Receptionist and Accounts Payable Clerk is responsible for all phases of accounts payable processing including, vendor file maintenance, invoice and payment requisition processing, grant payment processing, check issuance and remittance, 1099 record maintenance, and accounts payable records management. The Receptionist and Accounts Payable Clerk also serves as the first impression for the Foundation, answering all telephone calls, greeting all guests of the foundation, and responding to specific inquiries and requests.

### RESPONSIBILITIES

#### *Reception:*

- Serve as the first impression many people receive of the Foundation
- Greet all visitors and office personnel to the building in a friendly and a sincere manner
- Primary staff person for all incoming phone calls and maintenance for the phone system
- Ensure that all pre-recorded messages are professional and accurate and updates messages as needed
- Greet all guests to the Foundation in a professional and friendly manner; offering and providing them with refreshments and alerting staff of their arrival
- Check general email and voicemail boxes and forward messages to appropriate staff person
- Maintain front reception and board room areas, and ensure an adequate supply of refreshments and publications are available for visitors
- Assist with meeting room bookings, and possible set-up/clean-up
- Maintain Front Desk Special Request Log

#### *Accounts Payable:*

- Process all accounts payable and grant payments including data entry
- Secure proper signatures on all checks
- Distribute checks weekly according to established procedures
- Perform an analysis of accounts as directed for budgeting
- Reconcile credit card statements monthly
- Maintain accounts payable vendor files
- Assist the Finance and Administration department prepare for annual audit

*Other:*

- Pick-up incoming mail, daily, from the mailroom
- Open, date stamp, and distribute mail to mailboxes
- Log all checks in Gift Log daily
- General accounting filing, including investment reports, as needed
- Update time sheet template and send to all non-exempt employees
- Overflow typing, filing, computer work and copying as requested by staff
- Assist with facilities management
- Reset postage machine account management system and create journal entries to charge appropriate departments monthly
- Maintain post office deposit account
- Add funds to postage machines as needed
- Care for plants in common areas
- Assist in special projects, e.g. special events mailings
- Assist with monthly donor statement mailings
- Must work as a team member and perform actions consistent with established Denver Foundation policies and procedures including: safety, attendance, punctuality and personal appearance
- Perform other duties and projects as assigned

**QUALIFICATIONS AND SKILLS**

- Organize and prioritize work using knowledge of current office technology and business methods, personal computer and software applications
- Proficient use of Microsoft Office (especially Outlook, Word, and Excel)
- Excellent attention to detail
- Proficiency in operating multi-line phone system
- Professional demeanor and appearance
- Interact positively with a varied clientele; in person and on the phone
- Service oriented
- Excellent problem solving skills and demonstrated initiative
- Proficiency in basic office skills (typing, filing, answering phones, etc.)
- Excellent skills in database management, including exporting data and creating merged documents.
- Excellent oral and written communications skills
- Works well under pressure and with many different types of people
- Committed to Inclusiveness
- Strong organizational and time management skills
- Ability to handle multiple tasks with little or no supervision
- Efficient and meets deadlines
- Excellent troubleshooting skills
- Sense of humor and fun
- A team player who is energetic, hard working and takes the initiative to do the best job possible
- Background with non-profit organizations or philanthropy a plus

**OTHER REQUIREMENTS**

- Acceptable reference check
- Successfully pass a criminal background check
- Must be friendly, polite, reliable, punctual

**COMPENSATION**

Salary is commensurate with experience. We offer an excellent benefits package that includes health insurance, Section 125 plan, and 403(b) plan.

## TO APPLY

To submit an application, please provide the following in a single PDF document:

- Cover letter
- Resume
- Three work-related references and contact information
- Salary History

Deadline Date: Open Until Filled

Please email all materials to attention of:  
Ms. Malisa Thammarath  
receptionist2011@denverfoundation.org  
Fax: 303.996.7333

*No phone calls please.*