

ACCOUNTANT/BOOKKEEPER

ABOUT COMMUNITY BUILDERS

Based in Glenwood Springs, Colorado, [Community Builders](#) (CB) is a nonprofit organization that brings communities together to create healthy, equitable and prosperous places in the American West. By empowering local leaders, inspiring community action, and enabling on the ground progress, we work to improve people's lives today while ensuring a more sustainable tomorrow.

THE OPPORTUNITY

Community Builders seeks an accounting professional to join our team. As part of CB, you'll be part of an active work environment and joining a fun, highly dedicated team working to improve peoples' lives in our community. This position will report to and work directly with the Operations Manager and provide assistance to the Executive Director and Programs Director.

POSITION REQUIREMENTS

- Highly organized, detail-oriented and self-motivated
- Multiple years experience in accounting/bookkeeping
- Strong skills/knowledge of Quickbooks and generally accepted accounting principles
- Proficient in relevant technology/software (Microsoft Excel, Word, Gmail, etc)
- Must be a team player and have strong interpersonal and communication skills
- Experience working with nonprofit accounting/finance is a big plus

DETAILS

While we currently anticipate this to be a part-time hire, it could become full-time depending on the individual. Competitive hourly pay (DOE).

TO APPLY

Please submit a cover letter and resume to hr@communitybuilders.org with the subject line: **"Accountant/Bookkeeper"** Though not required at the time of submittal, we will ask for references for all applicants that we consider for the position. We will notify applicants before calling references and will not contact current employers without permission. **Applications will be reviewed as they are received. Interviews will be scheduled with potential candidates until the position is filled.**