



Job Description

Title: Part-Time Accounting Technician
Reports to: Director of Financial Operations

Summary of Position:

The Statewide Internet Portal Authority (SIPA) provides e-Government solutions to more than 900 state and local governments across the state of Colorado. SIPA is seeking an extremely conscientious part-time accounting technician. The candidate must possess good communication skills, advanced computer skills including experience with QuickBooks, and the ability to work independently and reliably. Experience with Salesforce and Google Workspace would be helpful. This position must work effectively with SIPA staff, especially SIPA's Bookkeeper and Director of Financial Operations.

Essential Duties and Responsibilities: The core duties and responsibilities of the position include but are not limited to the following:

Assist with managing the finances of SIPA including invoicing clients, tracking receipts and other duties as necessary.

- Manage the accounts receivable and accounts payable process for SIPA in a timely manner and in accordance with SIPA's policies.
 - Ensure proper matching of Vendor Invoices to Customer Contracts and Invoices for proper Job Costing.
 - Ensure timely payment of Vendor Invoices and maintain good credit standing with Vendors.
 - Handle initial Customer collection efforts to ensure timely cash receipts and maintain positive customer relationships.
 - Scan and save invoices and billing in corresponding file folders.
 - Enter accounting data into Salesforce/Google Sheets.
- Other duties as assigned.

Exemplify the SIPA Culture

- Internalize the vision, mission, goals, and objectives of the organization.
- Understand the policies and procedures of the organization.
- Be respectful of all SIPA staff, Board members, customers, colleagues, and strategic partners.
- Maintain working hours consistent with normal business hours Monday through Friday.
- Maintain working relationships with everyone necessary to advance SIPA's mission and objective.
- Demonstrate a high level of ethical standards at all times.

Position Type/Expected Hours of Work

This is a part-time non-benefited position. This position has the potential to become a full-time position with benefits depending on future workload.

SIPA operates Monday through Friday, 8:00 to 5:00 p.m.

SIPA operations are hybrid. It's expected that this position will start as an in person position 10 to 20 hours a week, coordinating schedules with SIPA's Bookkeeper & Office Manager.

Skills/Experience:

- Bachelor's Degree or equivalent work experience.
- Must have a minimum of 1 year of recent accounting/bookkeeping experience. Strong knowledge of QuickBooks is required. Familiarity with accrual-based accounting, job-costing, and GASB preferred.
- Excellent interpersonal, written and verbal communication skills.
- Excellent computer literacy with office productivity tools. Experience with G Suite and Salesforce CRM desired.
- Ability to work independently, handle multiple assignments, prioritize work, solve problems, operate under time and work volume pressure with excellent attention to detail.

Salary Range: The expected hiring range is \$28 to \$38 per hour.

Benefits: SIPA is a PERA employer and participates in FAMILI.

How to Apply: Complete our online application at <https://www.tfaforms.com/374489>

You will need to submit a resume outlining your qualifications for the position. Please apply by March 20, 2024 for full consideration. Contact catherine@cosipa.gov with any questions. Employment with SIPA requires a criminal background check.