



Part-Time Staff Accountant

You can make a difference in the lives of millions of people by being part of an organization that's helping improve healthcare in Colorado!

OVERVIEW:

The Staff Accountant is responsible for completing daily tasks related to the accounting operations of the organization. This is a hands on role that will include active involvement and interaction with different departments. This role reports to the Chief Financial Officer (CFO) and is a 20 hour per week position.

JOB RESPONSIBILITIES

Responsibilities include:

- Completing all accounting/bookkeeping functions.
- Completing assigned tasks related to accounts receivable, accounts payable and payroll.
- Completing the timely filings of financial/tax reports and compliance reports as assigned and required.
- Partnering with the CFO to support financial and treasury functions as required, in such areas as financial planning/budgeting, financial analysis, risk and cash management.
- Ensuring adherence to generally accepted accounting practices, regulations/regulatory agencies, and applicable tax laws.
- Maintenance of strong internal controls and ensure adherence to company policies and procedures.
- Collaborating with leadership team members and staff to sustain and strengthen the financial health of the organization.
- Assisting in other duties as assigned by the CFO.

SKILLS/EXPERIENCE

- 3+ years financial experience (non profit as well as private sector is a plus).
- College degree required with emphasis in accounting.
- Technological aptitude with up to date knowledge of financial and accounting computer applications.

SUCCESS FACTORS

- Commitment to CORHIO mission and strategic direction.
- Strong initiative with solid work ethic and a willingness to “roll up sleeves” and “do what it takes”.
- Enjoy coming up with better ways of getting things done including the streamlining and automation of processes.
- Ability to explain financial issues and concepts in non-technical, concise terms.
- Excellent verbal, written, and interpersonal communication skills.
- High energy, positive, “can-do” attitude and attention to detail and deadlines.
- Strong sense of personal responsibility in achieving the organization’s goals.
- Highly developed multi-tasking skills to handle multiple project activities.
- Team builder as well as team member with all CORHIO staff and external entities.

WORK ENVIRONMENT

Typical office setting; the CORHIO office is in Cherry Creek area of Denver, near the intersection of Colorado Blvd. and Cherry Creek Drive South.

TOTAL COMPENSATION

Competitive salary. CORHIO's part-time benefits package includes an annual cafeteria plan allowance that allows employees to elect various offerings and tailor the plan to best suit their personal needs. CORHIO employees are eligible to participate in the company's 403b plan. In addition, employees are provided annual Personal Time Off, Short and Long Term Disability, and Life Insurance. Note: No relocation monies are available.

TO APPLY

E-mail resume, cover letter, salary history and 3 references to [hiring@corhio.org](mailto: hiring@corhio.org) (include position title in Subject). **No phone calls please.** **ABSOLUTELY NO RECRUITERS!**

ABOUT CORHIO

Improving health through enhanced use of information technology and data exchange is the heart of what we do. We manage one of the country's largest and most successful health information exchange (HIE) networks, provide advisory services that help healthcare professionals effectively use technology and improve care delivery, and supply health plans and accountable care organizations (ACOs) with valuable data that enhance analytics and population health programs. As an independent, nonprofit organization, we are dedicated to serving all of Colorado's healthcare stakeholders.

Our Mission: CORHIO empowers people, providers, and communities by providing the information they need to improve health.

Our Vision: Harnessing the power of data for health and vitality.

Our Values:

Building Community through Collaboration

Pursuing Innovation with Determination

Making a Commitment to Excellence through Life-Long Learning

Deliberately Creating a Fun and Respectful Environment

Delivering with Integrity and Accountability

Colorado Regional Health Information Organization (CORHIO) is an Equal Opportunity Employer (EOE). Upon becoming a Workforce Member of CORHIO, CORHIO may, at its discretion, conduct a background check.