



Job Announcement **Crossroads Safehouse Accounting and Grants Coordinator**

About Crossroads Safehouse In 1980, Crossroads Safehouse was founded by a group of concerned citizens who were alarmed by the increasing incidences involving victims of domestic violence. The growing community's most vulnerable were not being served as needed, so they partnered with the City of Fort Collins on a block grant, which provided the funding needed to purchase and renovate a 4-bedroom home. The new facility was filled within 4 hours of opening. Today, Crossroads is in a 29,000 square foot facility, and it provides 31 rooms to accommodate 96 adults and children who are victims of domestic violence and interpersonal abuse. Crossroads is much more than a shelter. It also facilitates comprehensive services for victims including:

- 24/7/365 crisis line always answered by a victim's advocate;
- 24/7/365 crisis intervention and victim advocacy at scenes of domestic violence crimes in partnership with law enforcement;
- Trauma-informed victim advocacy services;
- A non-residential outreach program;
- Support groups;
- Access to therapeutic counseling for adults and children;
- Legal advocacy;
- An on-site law firm;
- Longer-term co-located housing;
- Transitional rapid rehousing;
- Youth victim services; and
- Community education and prevention programs.

Across all programs and services, Crossroads serves more than 3,000 individuals each year with life-saving and life-changing programs. These programs serve a range of ages, gender identities, sexual orientation, races, ethnicities, religious backgrounds and income levels.

About Fort Collins Situated at the foothills of the Rocky Mountains, Fort Collins is located 60 miles north of Denver and within 60 miles of Rocky Mountain National Park. The population is just under 170,000 with a median age of 29 years, and it is home to Colorado State University. The business environment includes education, healthcare, government, manufacturing, and retail and it consists of the region's largest and most educated workforce. Fort Collins is also home to extraordinary recreational opportunities, diverse cultural attractions, a historic Downtown district, local music circuit and festivals, and well-known microbreweries.

Accounting and Grants Coordinator Position Crossroads Safehouse seeks an accounting and grants coordinator who will assist the agency with its functional accounting needs and to provide financial assistance and coordination to support its federal, state, and local grants. This position is critical to Crossroads' present and future operations. The position is a full-time, non-exempt opportunity, and it will report to the Business Operations Manager. The salary will be commensurate with experience.

To apply Please forward a cover letter and resume to Employment@Crossroadssafehouse.org Interview determinations will be made by an Interview Committee and references will be requested when interviews are scheduled.

Accounting and Grants Coordinator

Non-Exempt/Full-time (40 hours a week)

Reports to Business Operations Manager. Exercises no supervision. Standard business hours.

Purpose Reporting to the Business Operations Manager, this position is primarily responsible for organization-wide payroll, payables, bank deposits, and procurement. This position will also manage the aspects of grants accounting including journal entries, allocating costs to grants, invoicing grantors, recording grant allocations, regular financial reporting, and reviewing grant and contract budgets with program managers at regular intervals.

Accounting Duties

- Works with the Business Operations Manager to prepare and implement organization-wide payroll every two (2) weeks.
- Tracks and reports on vacation and sick leave.
- Timely completion of accounts payable.
- Prepares bank deposits and completes monthly bank reconciliations.
- Work with development staff on to reconcile gift deposits.

Grants Management Duties

- Prepare journal entries and analysis to allocate costs to grants.
- Prepare invoices as specified by the grant agreement/contract.
- Review grant expenditures vs budget with program managers at regular intervals.

Office Administration Duties

- Manages day-to-day office communication support functions.
- Procure office supplies and other purchases as needed.

Minimum Qualifications

- Mastery of QuickBooks
- Previous experience in accountancy/payroll/payables
- Proficient with Microsoft Office applications
- Effective written and verbal communication skills
- Works well as a team member
- Detail oriented, ability to multi-task and work independently as well as part of a team
- Will be required to attend a 20-hour domestic violence training course, provided by Crossroads. Training time is paid at regular rate.
- Ability to lift 40 pounds; ability to climb stairs
- An understanding of and adherence to confidentiality and safety protocols that are associated with working with proprietary databases and in a highly secured facility.

Desired Qualifications

- Bachelor's degree in business or commensurate experience
- Proficient with database systems such as Salesforce, CRM/Enterprise systems
- Previous experience with government grants/contracts and/or private foundation grants

No person in the United States shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or employment of Crossroads Safehouse, Inc. on the basis of actual or perceived race, color, religion, national origin, sex, gender identity (as defined in paragraph 249(c)(4) of Title 18, United States Code), sexual orientation, or disability.