



Finance Supervisor

Klein Buendel is a small woman-owned business in metro Denver specializing in the research and development of effective health communication programs and technologies to change health behavior and prevent chronic disease.

The purpose of this position is to perform specialized accounting work required to maintain the business general ledger while working under the direction of the Finance Director. The position is exempt, non-temporary, full-time/40 hours per week, and hybrid in-office 2 days per week. The position may supervise the work of assisting staff.

We offer flexible schedules, work-life balance, and a full benefit package, including health, dental, vision, life, AD&D, and long-term disability insurance; a 401(k) match; and 10 holidays, 15 vacation days (3 weeks), and 6 sick days per year.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Administer accounts payable, payroll, and benefit administration. Assist with financial compliance and internal controls. Assist the Finance Director with annual external audit. Verify the accuracy of A/P batches to ensure correct coding of vendor, job, general ledger accounts, and invoice amounts. Review, and approve employee wage payments, and benefit and deduction entries for bi-weekly payroll. Process PR and AP batch payments for release or signature. Prepare, manage and submit bi-weekly, quarterly, and annual payroll tax filings at the state and federal level. Prepare local and state sales/use tax returns on a monthly and quarterly basis. Establish and implement policies and develop procedures relating to accounts payable, payroll, and benefits. Supervise, direct, and/or review the work of assisting staff. Assist in processing Workers Compensation audit. Assist in coordinating, and participating in monthly, quarterly, and annual closing activities, including, but not limited to direct revenue, depreciation, and journal entries. Process annual W-2/W-3 and 1099/1096 forms. Prepare and process annual property tax report. Process deposits and adjustments to general ledger. Prepare and process journal entries. Other responsibilities as assigned.

MINIMUM QUALIFICATIONS: Bachelor's degree in Accounting or equivalent work experience, and at least three years of payroll and accounting experience in a financial/accounting environment required. Supervising experience is preferred. Computer skills should include Microsoft Office, with excellent working knowledge of Excel. Excellent organizational and analytical skills and the ability to communicate effectively with internal and external entities. AccuFund software proficiency or experience preferred but not required.

Klein Buendel, Inc. does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is Klein Buendel's intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.

Covid vaccination is strongly recommended for all KB employees without an approved exemption. Employees may be asked to work from home exclusively at times of local high COVID transmission.

November 2022

