



Join the Visit COS Team as our Account Clerk!

**About Us:**

At Visit COS, we're passionate about creating unforgettable experiences, for both our visitors and our team. Our culture is vibrant, driven by engaged leadership, and a genuine passion for hospitality. We're a close-knit team of enthusiasts, always on the lookout for fresh ways to showcase the best of our region. If you're someone who thrives on collaboration, loves Colorado Springs, and is eager to grow both personally and professionally, you're in the right place!

Position: Account Clerk

Location: Colorado Springs, CO

Job Type: Full-Time, Non-Exempt

Compensation Range: \$47,000 – \$50,000, depending on experience

**Why You'll Love This Role:**

The Account Clerk is responsible for assisting the Director of Finance in processing financial transactions, generating reports, maintaining databases, and performing other tasks to support VCOS operations. By helping maintain VCOS financial and operational efficiency, stakeholders continue to support us. Such support gives staff the resources needed to promote us and bring more visitors to the Pikes Peak region.

**Competencies:**

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|----------------------------|-----------------------|------------------|
| -Organization and Accuracy | -High Level of Detail | -Adaptability    |
| -Accounting Skills         | -Time Management      | -Communication & |
| -Ethical Conduct           | Technical Skills      | Coordination     |

**Essential Functions:**

- Process accounts payable transactions, maintain vendor and contract records, ensure timely payments, and manage required documentation including W-9s and year-end reporting support.
- Record revenue and payments accurately, maintain accounts receivable records, prepare aging reports, and assist with deposit processing and receivable tracking.
- Maintain accurate financial records through data entry, and reconciliations
- Assist with month-end close, financial dashboards, performance reporting, and preparation of materials supporting internal reviews and annual audits.
- Collaborate with staff to resolve financial questions, support credit card reconciliations, and provide administrative and committee support to the Director of Finance.
- Perform additional accounting and administrative tasks or special projects as assigned.

**Skills and Qualifications:**

- Associate degree or relevant certification in accounting or finance preferred. Fresh graduates or candidates with relevant coursework will also be considered.
- Maintain confidentiality and demonstrate integrity in handling sensitive financial information.
- Proficiency in Microsoft Office Suite (Excel); experience with accounting software is desirable (Xledger knowledge is a plus).
- Effective verbal and interpersonal skills including written communications. Ability to collaborate with team members and communicate financial information clearly.
- Ability to manage multiple tasks efficiently and prioritize workload to meet deadlines.
- Strong attention to detail and accuracy in data entry and financial records.
- Willingness to learn and adapt to new tasks and procedures as needed.

**Benefits:**

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| - Competitive Salary range of \$47,000 – \$50,000 including bonus structure | - Retirement savings plan                    |
| - Health Insurance Benefits   | - Paid time off                              |
|   | - Opportunities for professional development |

**EEO Statement:**

We believe in embracing diversity and creating an inclusive environment. Visit COS is proud to be an Equal Opportunity Employer, and we welcome applicants of all backgrounds to apply!

If you're ready to join a dynamic team, grow your career, and make a meaningful impact in Colorado Springs? Apply Today! To apply, send cover letter and resume to April Perez at [April@VisitCOS.com](mailto:April@VisitCOS.com) by Thursday, April 9, 2026.