

The Job Spotlight

Week of January 2nd to January 6th, 2022

**Aleut Federal
Aramark
Ascend Staffing
El Paso County
Fountain Fort Carson School District 8
Go By Truck
Greenlight Connections
Greiner Electric
Intuit
Myron Stratton Home
Premier Research
The Resource Exchange
USA Jobs Local Vacancies
USA Jobs Remote Vacancies
Young Life**



Open Positions in Colorado

- [Cyber Research Engineer \(USAFA\)](#)
- [Cybersecurity Research Engineer – Post Doctorate \(USAFA\)](#)
- [Executive Communication VIP Support Tech](#)
- [Configuration and Change Manager](#)
- [System Administrator](#)
- [Sr. Network Administrator](#)
- [JOC IT Technician](#)
- [Cable and Infrastructure Technician](#)
- [Cloud Engineer](#)
- [Business Analyst](#)
- [Service Desk Technician](#)
- [Logistician](#)
- [Cyberworx UX Designer](#)
- [Space Flag Prep course instructor](#)
- [Platform Analyst Developer](#)
- [Project Manager – Ft. Carson](#)
- [Satellite System Operator/Maintainer III](#)
- [Satellite System Operator/Maintainer IV](#)
- [System Administrator II](#)
- [System Administrator Level III](#)
- [Satellite Communications Planner III](#)
- [Satellite Communications Planner Level IV](#)
- [Satellite Ground System Operator/ Maintainer III](#)
- [Satellite System Operator/ Maintainer](#)
- [Satellite Ground System Operator/ Maintainer II](#)



Aleut Federal
Colorado Springs, CO

Recruiters:

Natalia Rall

- Natalia.Rall@aleutfederal.com

Stan Duncan

- Stanley.Duncan@aleutfederal.com

Remote Positions

- [DevOps Engineer](#)
- [Program Manager](#)
- [Sr. Content Strategist](#)



Aleut Federal is an EEO employer - M/F/Vets/Disabled

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The massive scale of our business offers endless ways to grow. We thrive on building cross-functional relationships, which means you'll enjoy career mobility that encourages you to explore different areas and industries. From supply chain, HR, and Communication to General Management, Operations, and many more fields, we offer a variety of roles perfect for finding your passion.



ARAMARK BY THE NUMBERS

248,000
Employees Worldwide

Fortune 500
Global Leader in Hospitality

50
States in Which We Operate

11
Employee Resource Groups

Email questions to the Military Program Manager at
goodman-jennifer@aramark.com

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Posted Externally
Open to Internal and External Applicants

Job #	Job Title	Advertise From	Advertise To	Department
2200785	Temporary Parts Runner	12/17/22	12/27/22	Department of Public Works - Transportation
2200789	Mechanical/Building Maintenance Technician	12/17/22	12/27/22	Facilities and Strategic Infrastructure Management
2200790	Human Resources Coordinator	12/17/22	12/27/22	Human Resources
2200791	Talent Acquisition Specialist	12/17/22	12/27/22	Human Resources
2200620	Motor Vehicle Technician - Part-Time	9/10/22	12/31/22	Clerk and Recorder's Office
2200628	Skilled Crafts Worker II - Equipment Operator	9/17/22	12/31/22	Community Services - Parks
2200648	Children, Youth & Family Services Social Caseworker - Practice	9/28/22	12/31/22	Department of Human Services
2200649	Children, Youth & Family Services Lead Social Caseworker - Practice	10/1/22	12/31/22	Department of Human Services
2200728	Children, Youth & Family Services Social Caseworker - Practice Part Time	12/17/22	12/31/22	Department of Human Services
2200739	Park Maintenance II	11/12/22	12/31/22	Community Services - Parks
2200783	Park Maintenance - Part Time	12/10/22	12/31/22	Community Services - Parks
2200676	Maintenance Worker II - Bridge Deck Crew	12/17/22	1/2/23	Department of Public Works - Transportation
2200683	Maintenance Worker III	12/17/22	1/2/23	Department of Public Works - Transportation
2200684	Traffic Signal Technician - Team Leader	12/10/22	1/2/23	Department of Public Works - Transportation
2200686	Traffic Maintenance Worker III - Team Leader	12/17/22	1/2/23	Department of Public Works - Transportation
2200698	Security Officer (Armed)	12/17/22	1/2/23	Sheriff's Office
2200710	Traffic Maintenance Worker I	12/17/22	1/2/23	Department of Public Works - Transportation
2200782	Nurse Practitioner	12/10/22	1/2/23	Public Health
2200787	Facilities Courier	12/17/22	1/2/23	Facilities and Strategic Infrastructure Management
2200788	Clinical Services Division Director	12/17/22	1/2/23	Public Health
2200797	IT Senior Project Manager	12/24/22	1/3/23	Digital, Strategy, and Technology Department
2200786	Welder I/II	12/17/22	1/8/23	Department of Public Works - Fleet Management
2200792	Children, Youth & Family Services Supervisor - Practice	12/24/22	1/8/23	Department of Human Services
2200793	Code Enforcement Officer I	12/24/22	1/8/23	Planning and Community Development
2200796	Case Services Aide - Adult Protection Part Time	12/24/22	1/8/23	Department of Human Services
2200795	Data Analytics Supervisor	12/24/22	1/11/23	Department of Human Services
2200742	Human Services Benefits & Eligibility (Associate & Specialist - Grant Funded)	11/12/22	Continuous	Department of Human Services

Posted Internally
Open to Internal Applicants only

Job #	Job Title	Advertise From	Advertise To	Department
2200794	Chief Deputy Treasurer	12/21/2022	12/29/2022	Treasurer's Office



Fountain-Fort Carson School District 8

Employment Application

Openings as of 1/4/2023

Paraeducator, American Sign Language Certified

JobID: 4465

Position Type:

Support Staff/Special Education Paraeducator

0

[Email To A Friend](#)

[Print Version](#)

Date Posted:

1/4/2023

Location:

District Wide

Date Available:

ASAP

Closing Date:

Until Filled

Preferred Minimum Qualifications:

1. High school graduate or equivalent.
2. Associates Degree or 48 semester hours or State Approved Assessment - **(Required)**
3. Basic ASL (American Sign Language) Certification - **(Required)**
4. Obtain First Aid/CPR training.
5. Ability to lift 50 pounds.
6. Ability and willingness to take directions.
7. Ability and willingness to meet the needs of students.
8. Excellent references including attendance and punctuality.

Job Goals:

Assist student(s) with a wide variety of needs by providing any combination of the following: tutors and facilitates sign language communication for students who are nonverbal and/or deaf/hard of hearing (D/HH), individualized academic, behavioral, functional life skills and/or social-emotional instruction; medical/health care, feeding and/or hygiene supports; and student assistance with learning, mobility, emotional regulation, and/or health care.

Essential Job Functions:

1. Assist students by instructing and reinforcing vocabulary and language development, academic subjects, social-emotional-behavioral learning content, independence, and community access/job skills.
2. Assist teacher by providing language development and language implementation support to students so that they may fully participate in class activities, including reinforcing skills and lesson plans, adapting/modifying work, monitoring and enforcing social and acceptable behavior, and/or

administering testing or assessments.

3. Implement and/or support specialized instruction, accommodations, modifications, and routines as outlined by professional staff and/or each child's Individualized Education Plan (IEP), related Communication Plan, and/or related Behavior Intervention Plan.
4. Facilitate language acquisition through modeling, question, and expansion through the use of sign language.
5. Provide direct care to or assist students with needs related to diapering/toileting, feeding/eating, dressing, mobility, and generally accessing the educational environment.
6. Prepare classroom or learning environment with needed supplies and materials, support file maintenance and necessary record keeping.
7. Communicate directly with students, families, and professional staff in a courteous and confidential manner and clearly communicate observations, information, and data regarding students to professional staff objectively and in a timely manner.
8. Monitor and/or supervise students to and from classroom and/or buses, on field trips, on playground, in health room, and/or during other activities.
9. Attend in-services, building meetings, training, and/or school functions required by the position and/or location (Mandt, CPR, small vehicle, medical delegation, etc.).
10. Provide behavior prevention and intervention support, which may include physical intervention.
11. Prepare and administer medication under the supervision of the RN after delegation.
12. Administer first aid and/or CPR to ill or injured students following the guidelines from the State of Colorado.
13. Provide care to students as outlined in an Individualized Health Care Plan.
14. Obtain and document student data as needed (IEP goal progress, behavioral events, observational data, medical vital signs, etc.) after training
15. Demonstrate flexibility when specific tasks of job are adjusted to meet building or district-level needs
16. Perform other duties as assigned.

Technical Skills, Knowledge & Abilities:

1. Oral and written communication skills.
2. Interpersonal skills.
3. English language skills.
4. Sign Language skills/fluency (American Sign Language preferred).
5. Mathematical skills including basic calculations and application of math concepts.
6. Personal computer and keyboarding skills.
7. Customer service and public relations skills and professionalism.
8. Critical thinking and problem solving skills.
9. Ability to maintain confidentiality in all aspects of the job.
10. Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions, and respond to management direction.
11. Ability to work with students with diverse backgrounds and abilities.
12. Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
13. Ability to communicate, interact, and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
14. Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

Tools and Equipment:

Wheelchairs, bus lifts, office equipment, audio-visual equipment, occupational/physical therapy equipment, medical equipment. All tools and equipment may not be listed.

Physical Demands:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This position may require the ability to provide physical intervention to students in danger of harming them self or others.

Mental Functions:

While performing the duties of this job, the employee is regularly required to communicate, copy, instruct, analyze, and use interpersonal skills. Frequently required to compare, coordinate, compute, synthesize, evaluate, compile, and negotiate.

Salary:

Paraeducators, Signing - Skills Certified are on the Classified Salary Schedule.

- FFC8 allows new hires to bring in up to 8 years of previous experience in similar school type settings.

- Please understand that new hires tend to start out at the lower end of the salary range.

Salary Schedule**Benefits:**

Fountain-Fort Carson School District # 8 provides medical, dental, vision, chiropractic, life, long-term disability, accidental death & dismemberment insurances, and paid time off benefits. There are district and employee contributions to some or most of these benefits.

Employment Period:

187 days per year - 7 or 7.5 Hour Work Day

FMLA regulations require all employers to post the updated FMLA notice.

Powered by applicant tracking, a product of Frontline Education.



Go By Truck is Hiring!!

MSEP Employer Go By Truck is Hiring for a **Remote Sales Professional - Liquid Bulk Tanker**.

Full Job Description

MUST HAVE PREVIOUS FTL FREIGHT SALES EXPERIENCE

Go By Truck is looking for an experienced salesperson in the full truckload freight industry. You will be selling superior service and price stability via that proprietary Go By Truck technology to potential customers needing transportation services. Having experience in selling a TMS is a plus.

Go By Truck utilizes proprietary technology, providing shippers and manufacturers with a transaction bases TMS system that intrinsically saves time and costs.

Compensation includes a base salary and residual commission (every shipment moved by the customer sold = residual income in perpetuity). **Indeed shows an estimated base salary. Base + commission is provided based on experience.

Job Type: Full-time

Pay: \$50,000.00 - \$150,000.00 per year

Benefits:

- Flexible schedule
- Health insurance
- Work from home

Contract type:

- Permanent

Supplemental pay types:

- Commission pay



Weekly day range:

- Monday to Friday

Work setting:

- Remote United States

Experience:

- Bulk tanker sales: 2 years (Required)
- TMS Sales: 2 years (Preferred)

Language:

- English & Spanish is a plus (Preferred)

Application Link:

<https://www.indeed.com/job/sales-professional-liquid-bulk-tanker-f95fd61854d21c54>

Production Shift Supervisor

Greenlight Connections is seeking separating or recently separated military Non-Commissioned Officers and Veterans for Manufacturing positions!

We have multiple locations available:

-Phoenix, AZ (1st and 2nd Shift)

-Chicago, IL

-Mansfield, OH

-Wooster, MA

Position Summary

The Shift Supervisor works closely with the Plant Manager ensuring procedures are followed, responsible for ensuring products are processed correctly and that employees are performing their jobs. This position reports to the Plant Manager

Primary Duties and Responsibilities include the following:

- Ensures the timely processing of products throughout the process
- Works closely with the plant manager to schedule shift times
- Communicates well with the plant manager utilizing both written and verbal skills
- Holds employees accountable for their actions and ensures all employees follow the correct procedures
- In the absence of the plant manager, schedules trucking and shift start times
- Completes work-orders
- Ensures die molds are ready for upcoming production runs
- Works closely with employees utilizing a "hands-on" approach
- Makes any needed mechanical repairs when possible
- Is responsible for the housekeeping of the plant both inside and outside
- Ensures trucks are loaded correctly
- Ensures all employees are utilizing the proper PPE at all times
- Ensures any required safety checks are performed and documented
- Immediately notifies the plant manager or supervisor of any quality issues
- Reports any unsafe conditions to the plant manager immediately and corrects the problem if possible
- Understands and is familiar with all other job descriptions, operations, and hazards

- Performs other job duties as the plant manager deem necessary

Qualifications, Knowledge and Skills:

- High school diploma or general education degree (GED) required, Associates preferred; or three years of leadership or supervisory experience and/or training; or equivalent combination of education and experience preferred.
- Ability to read and interpret documents such as safety rules, material safety data sheets, operating and maintenance instructions, company handbook, and procedure manuals.
- Prefer backgrounds with exposure in military to hands on maintenance or repair of mechanical or electrical equipment.

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Our Greiner team has some exciting
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We are looking for talented and
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our Colorado Front Range and
Jackson, WY teams!



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We offer:

- Full Health Benefits
- Competitive Pay
- Paid Apprenticeship Program - Earn While You Learn!
- Paid Time Off
- 401(k) Retirement Plan

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All levels of experience are eligible to apply!

The Intuit Academy is an online training platform offered by Intuit. It offers free, online tax and bookkeeping courses to make your job application with Intuit stand out from the crowd. The platform is highly interactive where you can navigate how you want to learn and at what pace.

Courses are available for all levels including:

- Bookkeeping
- Tax Level 1
- Tax Level 2



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learn at your own pace**

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pass the exam**

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stand out with Intuit**

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For more information and to apply, please visit:

https://academy.intuit.com/?cid=par_msep_432926_US_TTL-FY23_lg_ia-enroll-ttl-qbl-msep_link_intuit-talentmktg&plr=2022-31362

**Job Title: Credentialed Tax Expert****Job Description:**

If you are a highly motivated individual with an active, unrestricted credential (CPA/EA/Practicing Attorney) and excellent communication skills, we need you to help our customers complete their taxes using Intuit TurboTax products. You will be working toward advancing our goal of “Powering Prosperity Around the World” by providing expert guidance, tax preparation, and explanations of tax and technical terms to our customers. You will also play an important role in our effort to enhance our brand by delighting our customers and empowering them to prepare their taxes.

Application Link: https://jobs.intuit.com/turbotax-remote-jobs-apply?cid=par_msep_432926_US_TTL-FY23_lg_ttl-msep-te-an_link_intuit-talentmktg&plr=2022-31366

Responsibilities

- This is a virtual, customer-facing role; you will be using our state of the art video communications software (Smartlook) to interact with customers.
- Help TurboTax customers who are working on their tax returns or have delegated their tax returns with:
 - Tax advice
 - Full Service return preparation and signature
 - Product/software inquires
 - Tax calculations
- Create high quality customer interactions and experiences that instill confidence using deep customer empathy, and your deep (extensive) knowledge and expertise in the field of tax preparation.
- Utilize and leverage government websites, professional resources, and team expertise to seek out and deliver the right answer to the customer using everyday language.
- Apply defined practices, procedures, and company policies to troubleshoot and resolve customer tax advice and preparation
- Document customer interactions
- Work continuously toward meeting company KPI metrics and Big Bet Goals.
- Participate in pilot testing, projects, and experience validations, as needed.

Qualifications



- Must possess active unrestricted credential: EA (Enrolled Agent), CPA (Certified Public Accountant), or Practicing Attorney with strong tax preparation experience and extensive knowledge of tax laws.
- 3 or more years of recent experience preparing federal and state individual 1040 tax returns for at least 30 clients/customers per season for compensation, using commercial tax preparation software.
- Must possess or be able to obtain any related State licenses, certificates, permits, or bonds.
- Must possess active Preparer Tax Identification Number (PTIN).
- Working knowledge of Circular 230.
- Proficient with technology; solid knowledge of computer operations and software.
- Strong customer service skills – ability to interact with customers through video and audio tools in a professional, friendly, and confident manner.
- Excellent verbal and written communication skills
- Critical thinking, problem solving, research skills, and determination.
- Ability to work in fast-paced environment with minimal supervision.
- Must have (or be willing to obtain) a dedicated hardwired internet connection that meets Intuit Security criteria and a quiet location in which to work.



Job Title: QuickBooks Live Bookkeeper

Job Description:

At Intuit, our mission is to power prosperity around the world. QuickBooks Live Expert Bookkeeper's support that mission to our QuickBooks Live customers by: providing valuable guidance, instilling trust and confidence, and building relationships with clients, all while using state of the art tools and technology. Your strength as a QuickBooks Live Bookkeeper will allow you to empower and educate people so that they can lead better lives, and get one step closer to financial freedom. As a virtual employee, you can decide whether you prefer to work from your home or your office, and flexible scheduling means you have a variety of shifts to choose from!

We are changing the way that people do their bookkeeping, and providing world-class support from experts across the United States. The way that we support our customers is changing, and we want you to be a part of it! Our Bookkeeper experts are agile; continually learning, working, and providing guidance in new and exciting ways.

Application Link: https://jobs.intuit.com/quickbooks-bookkeeping-jobs-apply?cid=par_msep_432926_US_QBL-FY23_lg_qbl-msep-an_link_intuit-talentmktg&plr=2022-28408&iis=par&iisn=msep

Responsibilities:

- This is a seasonal, virtual, customer-facing role; you will be using our state of the art video communication software (SmartLook) to interact with customers
- Create high quality customer interactions and experiences that instill confidence using deep customer empathy, and your deep knowledge and expertise.
- Communicates directly with customers, answering specific domain questions (written & oral)
- Performs domain expert services (tax returns, bookkeeping/accounting)
- Reviews information input by customers for accuracy
- Researches regulations to support advice

Requirements:

- 3+ years paid experience managing books for a small business
- Active QuickBooks Online ProAdvisor certification (at start date)
- Minimum of one year experience working with QuickBooks
- Online Proficient with technology; solid knowledge of computer software
- Strong customer service skills and ability to interact with customers through video in professional manner
- Ability to work in a fast-paced environment with minimal supervision

**Job Title: Tax Associate****Job Description:**

If you are a highly motivated individual with tax preparation experience and excellent communication skills, we need you to help our customers complete their taxes using Intuit TurboTax products. You will be working toward advancing our goal of “Powering Prosperity Around the World” by providing expert guidance, tax preparation, and explanations of tax and technical terms to our customers. You will also play an important role in our effort to enhance our brand by delighting our customers and empowering them to prepare their taxes.

Application URL: https://jobs.intuit.com/turbotax-remote-jobs-apply?cid=par_msep_432926_US_TTL-FY23_lg_ttl-msep-ta-an_link_intuit-talentmktg&plr=2022-31362

Responsibilities

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- Document customer interactions
- Work continuously toward meeting company KPI metrics and Big Bet Goals.
- Participate in pilot testing, projects, and experience validations, as needed.



Qualifications

- 3 or more years of recent experience preparing federal and state individual 1040 tax returns for at least 30 clients/customers per season for compensation, using commercial tax preparation software.
- Must possess or be able to obtain any related State licenses, certificates, permits, or bonds.
- Must possess active Preparer Tax Identification Number (PTIN).
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- Certified Nurse's Assistants for Our Spry Assisted Living Residents (No HILTS)
- QMAPS
- Hospitality Aides
- Dining Service Aides
- Dining Service Cooks (No one works past 6PM in the kitchen!)
- Housekeepers
- Maintenance/Grounds (Like tractors?)

Questions? Email cgardnersmith@myron.org with your completed application. Call or text CGS with any questions you may have. Let's talk! 719-661-0586. (Direct cell phone line)

We are initiating an employee tuition reimbursement program. Continue or pay for your education with our help and support. The Myron Stratton Home is an equal opportunity employer. Join the team on our campus that serves 109 residents in assisted and independent living. Enjoy the strong teamwork, beautiful facilities and grounds. We provide competitive wages, 3 weeks of vacation, holiday and sick leave, and low premium medical and dental insurance for you and your family. Life insurance and a 401k retirement plan are also available.

Transitioning into a Clinical Research Career

Premier Research is a contract research organization that supports highly innovative biotech and specialty pharma companies in transforming ideas into reality. We help amazing science become life-changing therapies for those in critical need.

Find a purpose as a part of our team

Whether you're transitioning from the military, a veteran, or a military spouse searching for a new role, you can find a purpose as part of the Premier Research team. When our team does their best work, the world becomes a healthier place. And we believe that our colleagues do their best work when they are inspired and nurtured. We thrive by bringing together a diverse team committed to promoting respect, cooperation, and flexibility.

We recognize the invaluable skills and adaptability that a military background can provide. Our Boots to Biotech program is designed to support you in reaching your full potential as you transition into a new career.

Are you ready to join us?

Current openings

- Consolidation Accounting Manager (Remote)
- Data Management Reporting Programmer Lead (Remote)
- Business Systems Engineer II (Remote)

Premier Research At-A-Glance

A contract research organization Built for BiotechSM, changing ideas into life-changing treatments

- Employees: >2,000
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- Global presence: 20 countries
- Focus areas: Analgesia, Diagnostics, Neuroscience, Oncology, Pediatrics, Rare Diseases, and Women's Health
- Cultural Anchors: Caring & Empathy, Aspiration, Empowerment, One Team



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Empowering People. Strengthening Families. Building Inclusive Communities.



[Meatcutting Worker](#)

Closes: 01/09/23

[Supply Technician](#)

Closes: 01/09/23

[Physical Therapist](#)

Closes: 01/09/23

[Detective](#)

Closes: 01/09/23

[Exercise Coordinator](#)

Closes: 01/10/23

[Readiness Specialist](#)

Closes: 01/10/23

[Target systems Equip. Worker](#)

Closes: 01/10/23

[Director Religious Education](#)

Closes: 01/10/23

[Logistics Management Specialist](#)

Closes: 01/11/23

[Psychology Technician](#)

Closes: 01/12/23

[Office Automation Assistant](#)

Closes: 01/17/23

[Army Reserve Administrator](#)

Closes: 01/18/23

[Support Services Specialist](#)

Closes: 01/26/23

[Child & Youth Program Assistant](#)

Closes: 01/31/23

[Supply Clerk](#)

Closes: 02/06/23

[Social Worker](#)

Closes: 02/13/23

[Occupational Therapy Assist.](#)

Closes: 03/01/23

[Advanced Practice Nurse](#)

Closes: 06/30/23

****Click on the job title to access the announcement****

Additional Fort Carson/Colorado Springs area positions:

[**USAJOBS Ft. Carson**](#)



REMOTE VACANCIES

[Program Analyst](#)

Closes: 01/09/23

[Lead HR Assistant](#)

Closes: 01/09/23

[HR Specialist](#)

Closes: 01/09/23

[Medical Records Technician](#)

Closes: 01/09/23

[Epidemiologist](#)

Closes: 01/10/23

[Accountant](#)

Closes: 01/10/23

[IT Project Manager](#)

Closes: 01/10/23

[Digital Marketing Data Analyst](#)

Closes: 01/11/23

[Equal Opportunity Specialist](#)

Closes: 01/11/23

[Health Communications Specialist](#)

Closes: 01/12/23

[Information Technology Specialist](#)

Closes: 01/12/23

[Contract Specialist](#)

Closes: 01/13/23

[Customer Support Specialist](#)

Closes: 01/18/23

[Contract Specialist](#)

Closes: 03/19/23

[Transportation Assistant](#)

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[Review Appraiser](#)

Closes: 09/29/23

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YL MILITARY ACCOUNTANT

Description:

Mission/Authority

This detail oriented, analytical person with strong financial operations skills and initiative supports the US and International accounting function of MCYM in a manner that is compatible with Young Life.

Since 1980, Young Life has served military teens through a partnership with Military Community Youth Ministries known as Club Beyond.

Responsibilities:

- Prepare and enter US and International journal entries, including transfers.
- Complete monthly US and International bank and donor system reconciliations.
- Prepare and process weekly AP for US and International.
- Process fundraising event donations and communicate results.
- Monthly reconciliation of staff accounts.
- Process and reconcile camp income and expense.
- Submit state charitable registration renewals.
- Assist Finance Director with preparation for annual audit and other projects as needed.

Qualifications:

Working Conditions:

- Office environment. This position is located in Colorado Springs.
- The candidate should have a strong computer aptitude, appropriate dress and demeanor, and a desire to work in a friendly environment.
- This is a part-time position. Approximately 20 hours per week with a flexible working schedule.

Education:

- Accounting degree is preferred.
- At least two years of accounting and bookkeeping experience with an emphasis in intermediate accounting or equivalent combination of education and experience.

Experience Required for the Job:

- Knowledge of the applications of established bookkeeping and accounting principles and techniques. Proficiency exam is part of the interview process.
- Understand and apply laws, regulations and policies to maintain financial records.
- Demonstrate proficiency in Excel, Word and Microsoft Office Suite. Proficiency exam is part of the interview process.
- Sales Force experience desired.
- Strong analytical and problem-solving skills.
- Strong organizational skills and integrity.

- Working knowledge of financial and audit procedures.
- Excellent verbal and written communications skills.
- Establish and maintain effective working relationships.
- Strong attention to detail and the ability to multi-task while maintaining a high level of accuracy in a fluid environment are essential.
- Sales Force experience desired.

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

Notes:

This is a part-time position. Approximately 20 hours per week with a flexible working schedule. The hourly range for this position is anywhere from \$18.36-22.98 per hour.

How to Apply:

Submit an online application, including resume and cover letter, [HERE](#).