



# COLORADO RIVER DISTRICT

PROTECTING WESTERN COLORADO WATER SINCE 1937

**POSITION:** Accountant

## **POSITION SUMMARY:**

Following Generally Accepted Accounting Principles and Procedures, the Accountant is responsible for assisting the Director of Financial and Administrative Services in maintaining the organization's accounting and financial records.

- Processes payroll, accounts payable, accounts receivable, plus, helps prepare and maintain general ledgers, financial statements, budgets, and all accounting records.
- Performs monthly bank reconciliations and prepares associated Treasurer's Reports.
- Prepares regular, periodic, and special financial statements and financial and accounting reports.
- Prepares annual and projected budgets.
- Serves as liaison to the banks, investment firms, investment committee, the Board of Directors, the Treasurer, auditors and assists with the completion of year-end audits.
- Maintains general and fixed asset depreciation schedules.

## **TYPICAL EDUCATION AND EXPERIENCE REQUIRED**

- Bachelor's Degree in accounting, finance or related field is required.
- Highly skilled in accounting, computerized accounting software, spreadsheets, and knowledge of governmental accounting procedures gained through five plus years of accounting or finance work experiences.

## **SKILLS AND COMPETENCIES:**

In addition to the educational and experience requirements, the following skills are essential to the job:

- Excellent verbal and written communication skills with ability to communicate succinctly, effectively, and professionally.
- Extensive organizational and interpersonal skills, ability to work with interruptions and accomplish multiple tasks and assignments.
- Ability to work with professionals, the public, other organizations, and government agencies.
- Ability to oversee projects from inception to completion coordinating both internal and external efforts.
- Teamwork, problem-solving, and leadership skills. Able to work collaboratively with all River District staff.
- Ability to successfully oversee and achieve multiple projects while prioritizing a varied workload.
- Must possess advanced computer skills, including Microsoft Suite.

## **ESSENTIAL FUNCTIONS:**

1. Maintains General Ledger System, Accounts Receivable, and Accounts Payable.
2. Performs monthly, quarterly, and annual payroll functions.
3. Prepares, coordinates, and maintains annual budgets.

4. Maintains asset depreciation schedules and records.
5. Performs monthly credit card reconciliation and payment process
6. Prepares regular and special financial reports for Board & leadership team.
7. Coordinates preparation of monthly Treasurer review and reports.
8. Ensures daily incoming accounting mail log.
9. Provides special project financial tracking support (e.g., RCPP, WaterSMART grant).
10. Prepares, coordinates, maintains cash flow projections.
11. Performs monthly fuel log reconciliation to fleet credit cards.
12. Provides direction on financial and administrative accounting policies and procedures; updates Accounting Guidelines and Procedures Manual; monitors and ensures compliance with accounting policies.
13. Oversees the development and design of accounting system and enhancements.
14. Provides assistance to independent auditors with coordination of year-end closing and audit.
15. Assists in Cash and Investment Management, supports bank and broker relations, etc.
16. Participates in regular financial planning meetings.
17. Prepares and submits reimbursements and/or advancements of contract agreements.
18. Initiates and monitors water marketing billing.
19. Conducts internal auditing and special review projects for compliance in accordance with generally accepted accounting principles. Implements and applies internal accounting controls.

#### OTHER RESPONSIBILITIES:

1. Performs other work-related duties as assigned by supervisor, Chief of Operations and/or General Manager.
2. Assists with other administrative functions when assigned by supervisor.