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Berthoud, CO 80513
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Posted: 06-14-2024
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Audit & Financial Reporting Officer

Division/Department: Finance and Administration Division/Financial Services Department

Reports to: Financial Services Department Manager

Location: Berthoud, CO

Type of Position: Full-time

Status: Exempt

Salary Range: \$111,358 - \$129,116

GENERAL STATEMENT

This position is responsible for guiding the audit and financial reporting process in coordination with the Financial Services Department Manager. The position will ensure all financial statements are complete, accurate, submitted timely and in compliance with all relevant laws, regulations, contracts, and grant documents. Additionally, this position will coordinate annual audit plans, determine internal control effectiveness, and assess underlying risk within the internal control environment as well as implement new accounting standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Leads the external financial audit and compliance with financial reporting requirements.
- Serves as the liaison with the external auditor, working with staff to ensure timely and accurate receipt of all auditor requested schedules.
- Directs and contributes to the timely preparation of the Annual Comprehensive Financial Report (ACFR), Single Audits, monthly Treasurer reports for the Board of Directors and other necessary financial reporting.
- Coordinates with the Accounting Supervisor, ensuring the completion of month-end and year-end closing activities including reconciliations, interfund cash transfers, expense/expenditures/revenue accruals and review of the trial balance.
- Examines and investigates errors and inconsistencies in financial entries, documents, and reports; propose corrections to the Accounting Supervisor or Financial Services Department Manager
- Reviews audit schedules/reports provided by Financial Services department staff to ensure accuracy and completeness before they are delivered to external auditors.
- Provides guidance and support to the organization on accounting and financial reporting matters related to new and emerging accounting pronouncements, ensuring compliance with regulatory requirements.

- Prepares detailed internal financial reports, including working with the Financial Services team to research and explain significant variances by working closely with various departments and management.
- Evaluates the organization's financial reporting, operational and IT controls related to the financial reporting function to ensure that they are functioning as intended and makes recommendations as necessary to meet changes in operating conditions.
- Enhances, develops, and maintains documentation of accounting policies, procedures, and internal controls.
- Works with the Financial Services supervisors, Manager, and Senior Management to address internal control deficiencies, remediation, and overall design of internal controls.
- Participates in special projects as needed, such as system implementations or process improvements.
- Provides ad hoc analysis and financial information to department managers, project managers, senior management, and external partners as needed.
- Reviews significant transactions and journal entries for appropriateness and compliance and consults with Accounting Supervisor and Financial Services Department Manager.
- Communicates audit and financial reporting results and provides regular updates and recommendations along with the Financial Services Department Manager to Senior Management.
- Provides backup to the Accounting Supervisor and Senior Accountant as needed.

OTHER DUTIES AND RESPONSIBILITIES

- Provides suggestions for innovation and adjustments to accounting policy and GASB compliance.
- Answers questions from employees and the public relating to financial information.
- Other duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education

- Bachelor's degree in Accounting, Cost Accounting, Finance, or related field.

Experience

- Minimum seven years of diverse work experience in governmental (fund) accounting, auditing, and finance is required.
- Advanced experience in governmental fund accounting theories and practices is required.
- Annual Comprehensive Financial Report experience is required.
- ERP system user experience required.
- Utility industry experience is preferred.

LICENSE, CERTIFICATE AND CREDENTIAL REQUIREMENTS

- Certification in public financial management, governmental financial management, CPA, CPFO, CIA or advanced degree strongly preferred.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Extensive understanding of principles, practices, methods, and theories of governmental fund accounting and financial reporting.
- Expert understanding of the Governmental Accounting Standards Board (GASB) standards and guidelines.

- Expert understanding of Generally Accepted Accounting principles (GAAP) theory and principles.
- Extensive understanding of analysis of financial data.
- Extensive understanding of spreadsheets, databases, and word processing programs.
- Working knowledge of strategic planning.

Skills

- Advanced financial analysis, techniques, and modeling skills.
- Advanced Microsoft Office skills, especially within Excel, Word, PowerPoint, and Outlook.
- Intermediate Adobe Pro skills.
- Strong time management and prioritization skills.

Abilities

- Communicate effectively in writing and verbally, including conveyance of complex and technical subjects in a clear, concise, and positive manner.
- Ability to work effectively with other employees and the public.
- Ability to perform detail work with a high degree of accuracy in a timely manner.
- Extensive ERP experience.
- Understand the implications of new information for both current and future problem-solving and decision-making.
- Maintain independence, objectivity, and professional integrity in all circumstances.

PHYSICAL REQUIREMENTS

- Occasional physical activity is required, including walking, bending, stooping, or climbing stairs.
- Requires prolonged sitting and sustained operation of keyboard devices.
- Must be able to meet the physical requirements of a post job offer physical examination.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of the job.

OTHER REQUIREMENTS

- Maintains a personal appearance appropriate for job position and image of Northern Water.

This job description in no way states or implies that these are the only duties to be performed by this employee.

Northern Water provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, marital status, sexual orientation, gender identity, national origin, disability, genetics, veteran status, or other legally protected characteristics. Northern Water complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. Northern Water also prohibits any form of workplace harassment in accordance with these laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.